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# AIDS and SUGGESTIONS To County Superintendents



I give my head, my hand and my heart to my Country  
One Country, one Language, one Flag.

THE  
METROPOLITAN  
SUPPLY  
COMPANY

ANAMOSA  
IOWA



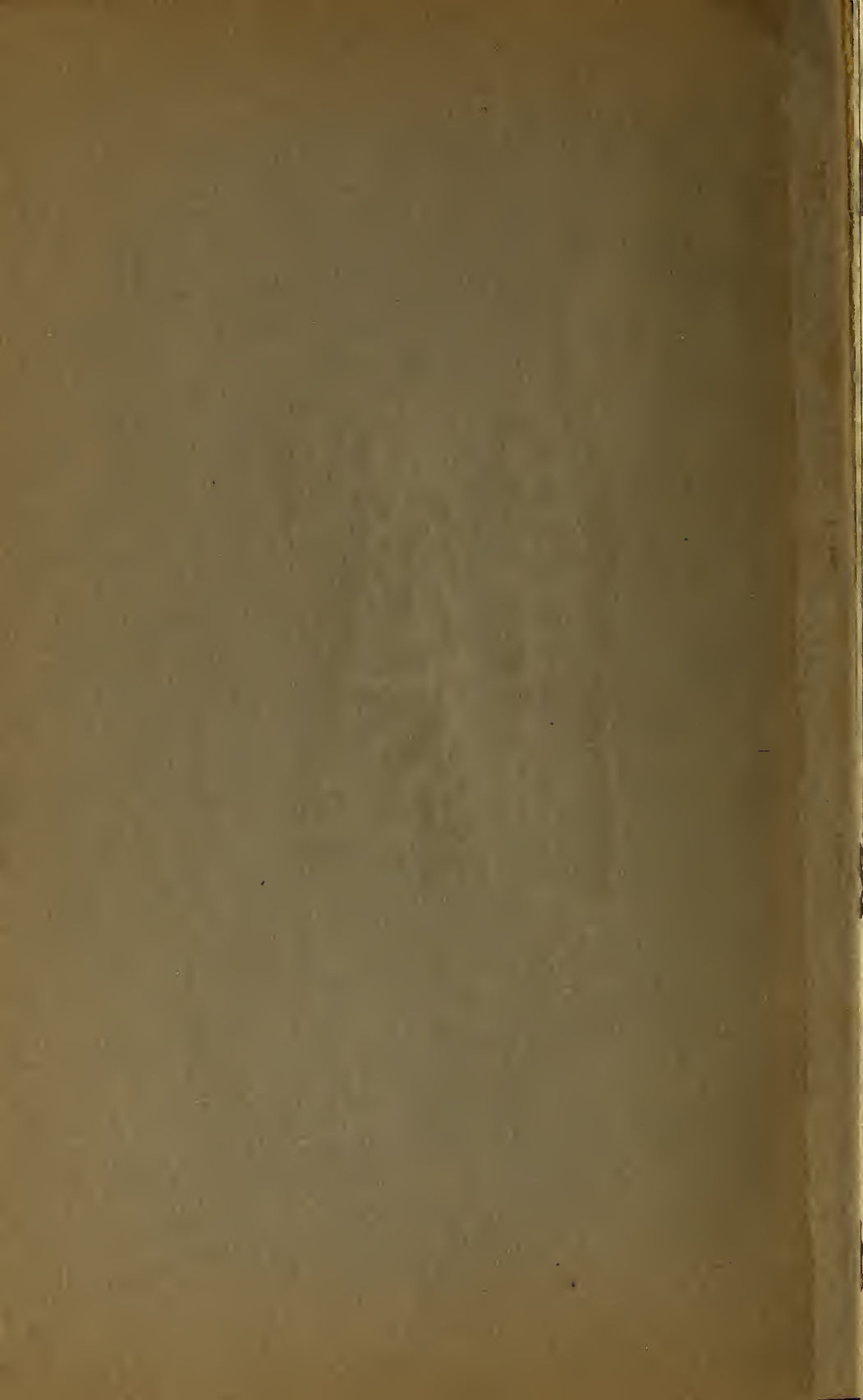
Class \_\_\_\_\_

Book \_\_\_\_\_

Copyright N<sup>o</sup> \_\_\_\_\_

**COPYRIGHT DEPOSIT.**







# AIDS AND SUGGESTIONS

===== TO =====

## COUNTY SUPERINTENDENTS



HAND-BOOK  
OF COUNTY SUPERINTENDENT  
SYSTEMS AND SUPPLIES



METROPOLITAN SUPPLY COMPANY  
ANAMOSA, IOWA

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BY

METROPOLITAN SUPPLY COMPANY

ANAMOSA, IOWA



OCT 18 1918

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*Compiled by*  
*C. H. JUMP, A. M.,*  
*Ex City and County Superintendent of Schools*

# ANNOUNCEMENT

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**D**URING the past year or two we have received many requests for a descriptive catalog of County Superintendent's Supplies so correlated that it will assist in systematizing the work in this most important office. This catalog is issued to meet these requests, and while the records and supplies herein listed form a most complete system of supervision, it may be necessary to change some forms to meet certain requirements in some states. We ask you to bear in mind that we make a specialty of supplies and records for County Superintendents, and are thoroughly equipped to meet your requirements. No other house in the United States maintains such an extensive Department devoted exclusively to County Superintendent's Records and Supplies.

This Department is under the direct supervision of a University man who has had years of successful experience as a city and county superintendent, and thoroughly understands your needs. He is an expert draftsman, and knows the printing, binding and lithograph business thoroughly. If you do not find listed the record or supply desired, write us your needs, and a pencil drawing with quotation will be mailed to you at once. Our large line of stock engravings and extensive departments equipped with modern machinery operated by experts in their particular line of work, enable us to meet your requirements at a minimum cost, and to give you

## SPECIAL SERVICE

We are not only equipped to meet your needs along the line of records and lithographed supplies, but we carry a complete line of office fixtures and incidental supplies. Send us your order for any office supply from a penholder to a steel filing cabinet. We have it.

## WHEN AND HOW TO ORDER

Mail us your order whenever you are in need of supplies of any kind. No order is too small or too large to receive our prompt and careful attention. When sending orders care should be taken to state quantity, numbers and description of the supply desired. If the article is to be printed special, complete copy should be furnished. Should you desire your autograph signature printed on the certificate or supply, please send your signature written with black ink on plain white paper just as you desire it to appear. This will assist us in filling your order promptly.

### PAYMENT FOR SUPPLIES

Practically all of the records and supplies listed in this catalog come under the law as necessary office supplies, and should be paid for out of the general funds of the county, the same as records and supplies for other county officials. Our courts have held that the election of a person to public office carries with it the right to purchase such records and supplies that are necessary for the faithful and efficient administration of that officer's duties.

It is our desire to extend every courtesy to County Superintendents. Supplies will be shipped by freight or express prepaid or collect, or by mail as you may desire, and invoice mailed to the officer with whom bills are usually filed as per your instructions. Should funds be unavailable at the time invoice is filed, a warrant bearing the usual rate of interest stamped not paid for want of funds will be accepted as cash.

### PRICES NET

All records and supplies are guaranteed to be of the latest approved forms, good stock and of high grade workmanship. Prices herein quoted are F. O. B. Factory.

### PERMANENT OFFICE RECORDS

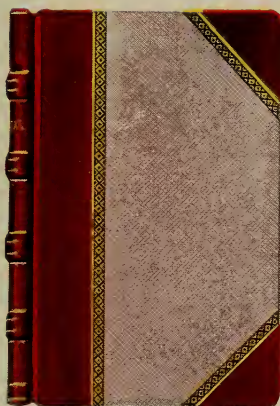
In nearly every state in the union, the County Superintendent of Schools is the only county official the law specifically states a qualification, thereby recognizing the importance of that office. If the law so recognizes the importance of this office, why not make all records as substantial as those used by other county officials? We manufacture thousands of records for the various county offices and thoroughly understand the business. A record made from high grade material by expert workmen costs more than one made from cheap material by novices, but the high grade record is cheaper and more satisfactory in the end. Cheap records must be transcribed in a few years; good records last for generations. Nothing disgraces a county office more than records with loosened leaves and dilapidated bindings.

Our records are known in nearly every state for quality and fine workmanship. Send us a leaf from your old record or a pencil copy of the form desired, stating number and size of leaves desired, with or without index, style of binding and inscription for back, and you will receive a record of which you will be proud. The foregoing color plate will assist you in selecting style of binding desired.





Full Russia Leather Binding



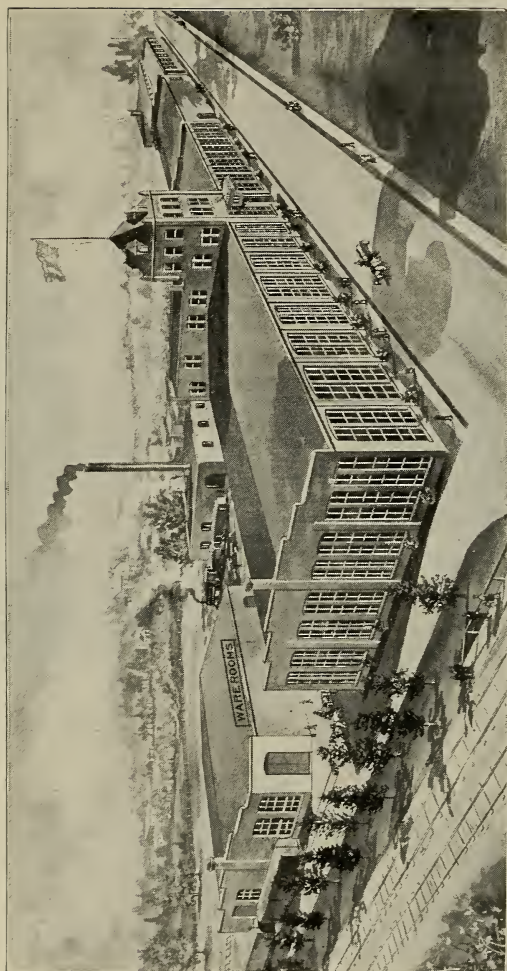
Three-fourths binding, leather back and corners, cloth sides.



One-half binding, leather back and corners, cloth sides, no hubs.



One-half binding, leather back and corners, cloth sides, no hubs.



HOME OF THE METROPOLITAN SUPPLY COMPANY  
ANAMOSA, IOWA



## EVOLUTION OF RURAL SCHOOL SUPERVISION

In "Ye Olden Times" the office of County Superintendent of Schools was referred to frequently by other county officials as a "legalized contribution to some superannuated teacher." In fact they considered the office a mere joke, the chief duties of the incumbent being to file a few reports, drive through the country in search of chicken dinners, distribute a little hot air, and draw his salary promptly.

Happily times have changed. Today the office of County Superintendent of Schools is one of the **most** active in the court house; one in which its influence is felt in **every** home in the county. The County Superintendent of Schools is the leader in all of the educational activities of the county; a course of study is maintained; he classifies the pupils in the rural schools as carefully as the city superintendent classifies the pupils in the city schools; he directs their progress; he advises consolidation here and there; he makes the **School** the social center of the community; **standardization** of all schools is his watchword.

It is with no small degree of pride that the Metropolitan Supply Company views these changes, as it has long been considered the **pioneer** in carving the way to better rural schools and the elevation of the office of County Superintendent. Other companies have come and gone with the tide, but the Metropolitan Supply Company, true to its convictions, has pressed forward. At times clouds have appeared on the horizon, but the Beacon Light has never failed. **The best talent money could entice** has been employed; thousands of dollars have been expended in securing direct information pertaining to the actual condition of rural schools in the United States, and that information has been used in the production of special equipment and supplies that would assist in systematizing the work of both superintendent and teacher.

Local conditions and laws vary so widely in the various states that our efforts would have failed largely, had we not received the **information** and **generous support** given by hundreds of County Superintendents throughout the United States. To these **loyal superintendents**, not only this company but the patrons of our rural schools, owe a debt that can be paid only by loyal co-operation and service. To both, this company is pledged.

Perhaps the supply that has wrought the greatest progress in rural school supervision is the **Metropolitan Classification Register**. In many states the State Superintendent of Public Instruction has designated a course of study for the rural and small town schools. Where a course of study has not been furnished by the Department, the County Superintendent has prepared and introduced one in his county, but **no course of study** can be introduced and maintained without a **proper classification register**. It is one thing to write a course of study, but quite another to introduce and maintain one. It requires time to develop the mind, and the classification of a school is simply putting together pupils of equal or nearly equal mental development. The Classification Register is merely a record of the pupil's mental development in the various subjects which lead to the objective whole. The record will show the weak points that should be strengthened in the individual

pupil. These can not be retained systematically in the mind of the teacher, or be transferred orally to her successor. Pupils removing from one district to another continue their work uninterrupted.

The Classification Register shows the complete organization of the school, daily program, classification of each pupil, position of classes, pupils constituting each class, text-book used, pages canvassed, percentages earned, studies completed, and a complete classification of the school at the close of the term or year. It also contains recommendations that permit the "new teacher" to take up the work at once, avoiding unnecessary reviews and the formation of an unlimited number of classes. Pupils continue their work systematically, complete the course of study prescribed for the rural schools and become leaders in the ninth grade of our best high schools.

This register is the very essence of simplicity, requiring no knowledge of bookkeeping and no laborious work on the part of teacher or superintendent.

At the close of the term or year as the Superintendent may direct, the teacher files a Classification Report with the County Superintendent, thus bringing the school in direct contact with his office. The Superintendent soon learns the needs of each school and is able to work effectively. When schools are closed he studies conditions and plans his work.

The Preliminary Classification Report filed by the teacher at the close of the first or second week of school shows whether the classification is being maintained. If not maintained, the Superintendent notes this fact and gives immediate attention to any difficulty that may exist. He thus becomes a real Superintendent. Supervision direct from his office during the first two or three weeks schools are in session will prove far more effective than several months spent in promiscuous visitation. If difficulties exist here and there, he corrects them at once without waiting for them to grow while he is trying to find them through hit or miss visitations. Now do not understand that we discourage visitation of schools; we appreciate the influence of the Superintendent's personal contact with the school and his influence in the district, but he should have some definite knowledge of the school and of local conditions in order to make his visit effective and permanent.

The Metropolitan Classification Register, Classification Reporting Blank, and Preliminary Classification Report form the foundation upon which modern supervision is based.

During the past fifteen years no less than twenty classification registers have appeared on the market as substitutes for the Metropolitan, but they have failed to stand the test and are now memories only. Make no mistake. The Metropolitan has led the way in over 70,000 schools, and will continue to lead. If you have it in your schools you appreciate its value; if you are not so fortunate, write us and we will assist you in securing a supply.

## COUNTY SUPERINTENDENT'S OFFICE RECORDS AND KINDRED SUPPLIES

### GENERAL RECORDS

**County Superintendent's Record of Rural Schools, No. 1663.** This is without question the most valuable record in the County Superintendent's office pertaining to close supervision of rural schools. The valuable information gradually accumulated, form a basis for highest efficiency at a reasonable cost of time and energy and will assist in standardizing your schools. It contains the following: District No. or Name, Teacher, Address, Grade of Certificate, Term Commenced, Length of Term, Monthly Salary, Enumeration, Enrollment, Ave. Daily Attendance, Vols. in Library, Maps, Globes, Condition of Blackboard, Heating System, Ventilation, Lighting, General Condition of School Room, Outside Surroundings—Pleasant or Unpleasant, U. S. Flag and Staff, Special Characteristics of Community. The space allotted each District contains nine faint lines so that the record may be made by the term or year as desired, and extend over a period of time sufficient for comparative use. Folio pages. Size of leaf,  $15\frac{1}{2} \times 10\frac{1}{4}$ .

Price, 120 leaves, $\frac{3}{4}$ binding.....	15.00
120 leaves, full Russia, stub flat opened.....	18.00

**County Superintendent's Record of Appeals, No. 1655.** One of the most important records in the County Superintendent's office. It is your court record, and your court record is as important as that of the District or Circuit Court. Do you think your Clerk of Court would use a two dollar plain record in which to record the proceedings and decisions of the court? We have never known of such a case. Our **Record of Appeal** is made from excellent stock, with properly printed headings. Size of leaf,  $15\frac{1}{2} \times 10\frac{1}{4}$ . Index in front.

Price, 240 pages, $\frac{3}{4}$ binding.....	16.00
240 pages, full Russia, stub flat opened.....	18.00

**County Superintendent's Cash Book No. 30.** A record of Receipts and Disbursements. Each page is printed at top, "County Superintendent's Cash Book." Sub-heads are as follows: No., Date, From Whom Received or to Whom Paid, Amount Received (Distributed under Examination and Renewal Fees, Registration Fees, Sale of School Books, Miscellaneous, Total Receipts), and Amount Paid Out. Size of leaf,  $14 \times 8\frac{1}{2}$ . Excellent stock.

Price, 240 pages, $\frac{3}{4}$ binding.....	7.50
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**County Superintendent's General Record, No. 1657.** This record affords the superintendent much valuable information. The form is folio; at the top of each page is printed "County Superintendent's General Record." Headings as follows: Name of Teacher, Address, Age, Sex, Educational Advantages (sub-divided, Yrs. High School, Yrs. Academy, Yrs. Normal School, Yrs. College or University), Days Attendance Institute Past Year, No. Inspirational Meetings Attended Past Year, No. Professional Books Read Past Year, Educational Journals, General Appearance, Grade of Certificate, Remarks. Size of leaf  $15\frac{1}{2} \times 10\frac{1}{4}$ .

Price, 160 leaves,  $\frac{3}{4}$  binding, indexed throughout..... 18.00  
 160 leaves, full Russia, stub flat opened, indexed throughout..... 22.00

**Record of Teachers and Directors, No. 1660.** A complete record of Teachers employed in the various school districts, and names and addresses of the school officers. At top of page is printed "Teachers' and Directors' Record." Sub-heads as follows: Dist. No., Name of District, Teacher, Address, Twp., Range, Dist. School Begins (Month, Day), No. of Months, Salary, President, Address, Clerk, Address, Director, Address. Pages folio. Size of leaf  $12\frac{1}{2} \times 10\frac{1}{2}$ .

Price, 100 leaves,  $\frac{1}{2}$  binding..... 3.00

**Record of Teachers and Directors, No. 1661.** This record contains two forms. The first one hundred leaves form a record of rural schools, and the following twenty-five leaves for town schools. The first form is printed at top of pages, Teachers and Rural School Officers, .....Township, .....President, .....Secretary, .....Treasurer. For the School Year 19.... and 19.... The sub-heads provide for Name of Teacher, Address, Grade of Certificate, Length of Term, Term Began, Term Closed, Remarks, Dist. No., Director's Name, Address, Term (Fall, Winter, Spring). Pages are folio, every third faint line heavy, thus dividing the page into record space for eleven districts, three terms each. The section for town schools is nicely arranged and contains the information every County Superintendent desires. Size of leaf  $14 \times 8\frac{1}{2}$ , excellent stock.

Price, 125 leaves,  $\frac{1}{2}$  binding..... 6.00

**County Superintendent's Record of Township Treasurer's Accounts, No. 22.** A record of the moneys received and from what source, total credit, total expenditures, balance on hand, with a summary of Township fund. Form two in back of record is ruled for memorandum. 200 pages, size of page  $4 \times 7$ , cloth binding. Price ..... 1.00

## COUNTY SUPERINTENDENT'S DEPOSITORY SYSTEM OF RECORDS AND ACCOUNTS, UNDER COUNTY UNIFORMITY OF TEXT BOOKS.

**Form I—Depository Ledger.** This ledger contains two general forms. The first contains the account with the various depositories in the county. The number of leaves in this section varies according to the number of depositories, sufficient space being allowed each depository for account to extend over a period of five years. A Russia tab embossed with the name of the depository is attached to

each section for quick reference. Pages are folio. The left hand page (Dr.) is arranged for Date of Invoice (Month, Day, Year), Invoice No., followed with a list of text books adopted with the cost price of each, and Total Cost. The right hand page (Cr.) is the same form as the left hand page. The depository is charged with books deposited, and credited with books sold as shown by his reports and remittances. The difference between the debit and credit pages will show at any time the number of each text on hand. An over stock of text books is thus avoided. The second form in the ledger consists of accounts with the various book companies. It is ledger ruled and properly printed at top of page. The record contains a standardized index in front part.

**Form No. 2—Depositor's Report to County Superintendent.** This report shows the number of volumes of each text book on hand at last report, the number received, Total No., the number sold, price of each, amount received, and the number on hand. Reports are carbon duplicating, about eighty reports per book. You will need as many books of reports as you have depositories.  $\frac{1}{2}$  binding.

**Form 3—Invoice Record.** Arranged with carbon duplicates. Contains list of all text books, No., Price of each, and Amount. Number of Invoices required depends upon the number of depositories. Usually one book containing 1,000 invoices is sufficient for five years.  $\frac{1}{2}$  binding.

**Form 4—Depository Order Book.** An order book, carbon duplicating, arranged for convenience and accuracy of the depositor in filing orders with the County Superintendent. It contains the list of books adopted, with contract price. You will need as many of these order books as you have depositories.

**Form 5—County Superintendent's Order Book.** This order book, carbon duplicating, is arranged for the convenience and accuracy of the County Superintendent when ordering books for the various depositories.

The system of accounts herein briefly described is without question the most satisfactory ever devised, and has proven its merit in many counties having county uniformity of text books. It consumes but little time, and enables the superintendent to determine the exact condition of each depository without long drives and disagreeable disputes. It is a business-like method of handling an account involving thousands of dollars.

Send us a list of text books adopted and number of depositories, and quotations will be made at once.

### NON-HIGH SCHOOL DISTRICT RECORDS AND BLANKS

**Non-High School District Record, No. 1662.** This record has been made to meet all of the legal requirements of the new Non-High School Law of Illinois. This record is now used in over sixty counties, and we give the following description for the benefit of Superintendents who are not supplied. **Form 1**, twelve pages, "Map of.....County Showing Non-High School Territory." Pages are ruled cross-section 10 x 10 to one inch. **Form 2** consists of 52 pages, record ruled, headed "Proceedings of the Non-High School Ex-Officio Board." **Form 3** consists of 52 pages record ruled, headed "Proceedings of the Non-High School Board of Education." **Form 4**, eight pages, record ruled, "Rules and Regulations for Non-



High School District." **Form 5** consists of five folio pages, printed "Record of Members of the Non-High School Board of Education." These pages are ruled with sub-heads for Date of Election (Month, Day, Year), Name of Person Elected, Address, Length of Term, Term Expires (Month, Day, Year), and Remarks. **Form 6** consists of 52 pages headed "List of High School Tuition Pupils, Residing in Non-High School Territory.....County." Sub-heads—Name of Pupil, Address, School Attended, Time Attended (From, To), Amount of Tuition, When Paid (Month, Day, Year). **Form 7** consists of four pages headed "Record of Non-High School District Tax Levy." Sub-heads—Date of Tax Levy (Month, Day, Year), Special Tax, Rate, Remarks. **Form 8**, twenty folio pages. Left hand page headed, "Financial Account—Receipts." Sub-heads—Date Received (Month, Day, Year), From Whom, Account of (Obtained from County Treasurer's Books), Amount of Receipts. Right-hand page is headed "Financial Account—Expenditures." Sub-heads—Date of Order (Month, Day, Year), To Whom, For What, No. of Order, Amount of Order, How Distributed (Incidental Expenses, Tuition). **Form 9**, twenty pages headed "Copy of County Treasurer's Annual Statement." Sub-heads—Date (Month, Day, Year), Items of Receipts and Expenditures (From or to Whom, Sources and Purposes), Amount of Receipts, Order No., Amount of Expenditures. **Form 10** consists of twenty pages of record ruled form. This record is made from fine ledger stock and all forms marked with Russia leather tabs embossed with gold leaf. Size of leaf,  $15\frac{1}{2} \times 10\frac{1}{2}$ . An elegant record. Price,  $\frac{3}{4}$  binding, stub flat opened, name of county on back in gold leaf..... 15.00

**Non-High School Treasurer Record.** These records are made special for the County Treasurer. Price depends upon size and style of binding desired. Form and price submitted upon application.

**Report of Non-Resident High School Pupils, and Claim for Tuition, No. 1644.** The law requires this report filed with the Secretary of the Non-High School Board of Education of the county in which the pupils reside, on or before the first day of May. It is in accordance with Sections 93, 94, 95 and 96 General School Laws of Illinois. Size  $8\frac{1}{2} \times 14$ .  
Price per hundred..... 4.00

**Non-High School District Orders, No. 1705.** Orders on the County Treasurer of the county constituting the Non-High School District, by order of the Non-High School Board of Education. Size of order including stub,  $3\frac{1}{2} \times 10\frac{3}{4}$ , high grade goldenrod bond. One hundred orders per book. Extra check binding.  
Price per book..... 1.00

**Certificate of Admission to High School, No. 1697.** See illustration, description and price under Eighth Grade Examination Supplies, page 26.

**Non-High School Election Supplies.** These supplies are enclosed in a large envelope and consist of Poll Books, Tally Lists, Envelopes and incidental supplies necessary for holding an Election in one voting precinct. A very complete set; good stock.  
Price per set..... .75.



## TEACHER'S EXAMINATION AND REGISTRATION RECORDS

**Record of Teacher's Examination No. 171.** Contains a complete record of teacher's examinations with Name of Teacher, Address, Age, Sex, Educational Advantages, Institute Attended, Terms Taught, Date of Certificate, Grade, Date of Expiration, Standings in the various subjects and Remarks. Size of leaf,  $15\frac{1}{2} \times 10\frac{1}{4}$ . Folio pages, index tabs throughout.

Price, 120 leaves, bound leather back and corners, cloth sides.....	7.50
160 leaves, $\frac{3}{4}$ binding (see color plate).....	10.50
240 leaves, full Russia binding, stub flat opened.....	14.00

**Record of Teacher's Examination No. 171-A—Special for Iowa.** This record is written to comply with the requirements of the State Department of Public Instruction, and contains the following: Name of Teacher, Address, Examination No., Date of Examination, General Fitness, Didactics, Reading (sub-divided into Oral, Written, Ave.) This is followed with the various subjects arranged in the same order as the Department Grade Sheet, followed by Date of Examination from which Grades are brought Forward, Grade of Certificate, Date Issued, Date of Expiration, No. Months for which Issued, No. Institutes Attended, No. Weeks Attendance at Summer School, and Remarks. All entry spaces are interlined for the four regular examinations held during a year, thus rendering the record compact and of quick reference. It is faint lined in three colors to avoid errors when making entries. This record is indexed throughout. Folio pages, high grade stock. Size of leaf,  $15\frac{1}{2} \times 10\frac{1}{4}$ .

Price, 240 leaves, $\frac{3}{4}$ binding.....	18.00
240 leaves, full Russia, stub flat opened.....	20.00

**Record of Teacher's Certificates Registered No. 172.** This is an excellent form for use by County Superintendents in all states where certificates are issued by the State Department of Public Instruction, or State Board of Educational Examiners, and made valid in any county when registered with the County Superintendent. It contains the following: Name of Teacher, Address, Age, Sex, Date of Registration, Grade, Certificate No., Date of Certificate, No. Months Taught. This is followed by subjects required, and a space for Remarks. This record is indexed throughout, folio pages. Size of leaf,  $15\frac{1}{2} \times 10\frac{1}{4}$ .

Price, 240 leaves, $\frac{3}{4}$ binding.....	18.00
240 leaves, full Russia, stub flat opened.....	20.00

**Record of Teacher's Certificates Issued and Registered, No. 173.** This is an excellent record for use in small counties. It consists of 120 leaves of Form No. 171-A and 120 leaves of Form No. 172. A division sheet is placed between the forms and tabbed "Registered." Both forms are indexed throughout, therefore this record takes the place of the two records usually used.

Price, $\frac{3}{4}$ binding.....	22.00
Full Russia, stub flat opened .....	24.00

**Record of Teacher's Examination—Special for Any County or State.** Records of Teacher's Examinations will be made special for any county or state. Write us the information you desire your record to contain and we will draft same in record form and submit copy for your approval. We make hundreds of them.

**Record of Examinations and Registrations, Card Form, No. 1656.** This card is 5 x 8, and contains the teacher's Record of Examinations and Registrations on one side, and Schools Taught and Professional Record on the opposite side. This information is tabulated under proper sub-heads, and forms an excellent record for Superintendents desiring to use a card system.

Price per 100 Cards..... 3.50  
Price per 500 Cards..... 12.50

### EIGHTH GRADE EXAMINATION RECORDS

**Eighth Grade Examination Record, No. 1665.** Record in which to record the standings of all pupils writing the final examinations for graduation from our rural schools. Top of pages printed "Eighth Grade Examination Record." Sub-heads—Number, Name of Pupil, Age, Name of Parent or Guardian, Address, Dist. No., Township, Date of Examination (Month, Day, Year). Followed by the various subjects, Diploma Issued (Month, Day, Year), Teacher, and Remarks. Size of leaf, 14 x 8½, good ledger stock. Folio pages, indexed throughout.  
Price, 120 leaves, ½ binding..... 6.00

**Eighth Grade Examination Record, No. 1666.** Same form as No. 1665, but not so compact. Size of leaf, 15½ x 10¼, folio pages, excellent ledger stock. Russia tabs throughout.  
Price, 160 leaves, ¾ binding..... 15.00  
160 leaves, full Russia, stub flat opened..... 18.00

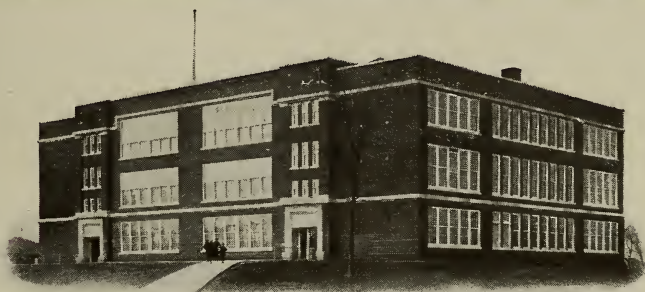
**Rural School Examination Record, Combined Form, No. 1667.** Same form as No. 1665, except pages are headed Rural School Examinations. The record contains 200 leaves, with a division sheet in center tabbed Eighth Grade; front sheet of record is tabbed Seventh Grade. This divides the record into two distinct parts, forming a suitable record for both Seventh and Eighth grades. Each section is tabbed throughout. Size of leaf, 15½ x 10½.  
Price, ¾ binding ..... 18.00  
Full Russia, stub flat opened..... 20.00

**Eighth Grade Examination Record Cards, No. 1706.** Form nearly the same as No. 1665, reduced to a card system. Size, 5 x 8.  
Price per 100 Cards..... 3.50

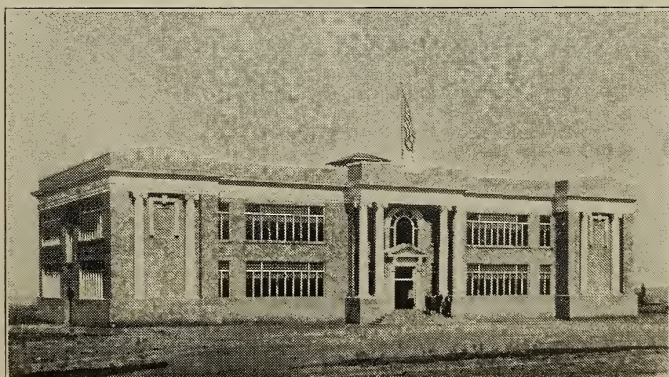
**Eighth Grade Examination Record, No. 1668.** This record consists of an original, duplicate, triplicate and quadruplicate report of the pupils' standings, and is a time-saver in making reports. The original is not perforated, therefore remains in the book as a permanent record. Each page contains space for four pupils. Original pages are numbered, and an index is placed in front part of each book for quick reference. Book contains sufficient space for two hundred pupils.  
Price, ½ binding..... 5.00



CONSOLIDATED SCHOOL BUILDINGS



Largest Consolidated School Building in the United States



IN A RURAL CONSOLIDATED SCHOOL



WASHING THE DISHES AFTER THE NOONDAY LUNCH



## NORMAL TRAINING RECORDS AND BLANKS

**Enrollment Card—High School Normal Training Course, No. 1701.** This card is to be filled out by the student and filed with the Department of Public Instruction by the City Superintendent at the time the student enrolls in the Normal Training Course. Iowa Official Form K. These cards are usually furnished by County Superintendents. Size, 5 x 8.

Price per hundred..... 5.00

**Observation Record Sheets—Normal Training, No. 1602.** The record sheets should be used by Normal Training Students when observing the work done by primary teachers and teachers in the grades. These sheets are not arranged for students hunting the shortcomings of other teachers, but for noting the good things in the school room. A systematically arranged outline for this work. These blanks are used in high schools maintaining a Normal Training course of study, and are usually furnished by the County Superintendent of Schools.

Price per hundred..... 2.00

**Preliminary Examination Blank—High School Normal Training, No. 1702.** This blank is filled out and certified by the student before writing the Normal Training Examination. Iowa Official Form C. Size, 8½ x 11.

Price per hundred..... 1.00

**Complete Record High School Normal Training, No. 1668.** Iowa Official Form "J," arranged in loose leaf form. Size of leaf, 14 x 14½, excellent stock. Automatic cover, embossed Normal Training High School Record.

Price, 75 sheets, including cover..... 5.00

**Complete Record High School Normal Training Cards, No. 1669.** Iowa Official Form "J," arranged in card form, 5 x 8.

Price per 100 Cards..... 3.50

## INSTITUTE RECORDS

**Superintendent's Institute Fund Record, No. 1658.** A record drafted to meet the new certification laws of Illinois, but may be used to advantage in other states having laws providing similar certificates. Pages folio. At top of left hand page is printed "Record of Institute Funds of.....County Received"; at top of right hand page "By.....County Superintendent of Schools." Headings are as follows: Application No., Date, Name, Address, Third Grade Certificate, Second Grade Certificate, First Grade Certificate, Kindergarten Primary, Special, High School, Supervisory. Each certificate heading is sub-divided as follows: Emergency, By Examination, Certified Credits, Renewal, Registered, Endorsed, By Failure. Following these certificate divisions, space is provided for State Certificates, and blank spaces. Size of leaf 15½ x 10¼.

Price, 120 leaves, ¾ binding..... 8.50

**County Superintendent's Record of Teacher's Institutes, No. 1659.** Permanent record of each Teacher attending Institute. Folio pages. At top of pages is printed Superintendent's Record of Teachers' Institute. Sub-heads are as follows: No., Name of Teacher, Address, Age, Terms Taught, Institutes Attended, Division, Promoted, Total No. Days Attended, Location Last Year (Dist., Name or No.), Months Taught, Salary, Location for the Coming Year. This is followed with a list of subjects with spaces for per cents received in examination, Grade of Certificate, and Remarks. Size of leaf  $14 \times 8\frac{1}{2}$ .  
 Price, 150 leaves,  $\frac{1}{2}$  binding..... 7.50

**County Superintendent's Record of Teachers' Institute, No. 1707.** At the top of each page is printed "Record of Teachers' Institute held at.....Commencing .....19...., and ending.....19.... No. Days in Session....." Sub-heads are as follows: Name of Teacher, Address, Age, Sex, Graduate (H. S., N. S. or Col.), Division, No. Terms Taught, No. Institutes Attended, Days Attendance this Year, Grade of Certificate, No. Months Issued, and Remarks. Size of leaf  $15\frac{1}{2} \times 10\frac{1}{4}$ .  
 Price, 240 pages,  $\frac{3}{4}$  binding..... 12.00  
 240 pages, full Russia, stub flat opened..... 15.00

**Institute Ledger No. 92.** A condensed form carrying total receipts and disbursements by months, commencing the year with July. Each page is designed as a complete financial statement for the year, certified by the County Superintendents. Size of leaf  $12 \times 10\frac{1}{2}$ .  
 Price, 50 leaves,  $\frac{1}{2}$  binding..... 2.00

**Institute Ledger No. 92-A.** Same as No. 92, with the exception that the year commences with January.  
 Price, 50 leaves,  $\frac{1}{2}$  binding..... 2.00

### TEACHER'S READING CIRCLE RECORDS

**Teacher's Reading Circle Record, No. 1670.** A complete record of Professional and Educational Reading. Pages are headed "Teacher's Reading Circle Work." Sub-heads are as follows: No., Teacher, Address, Grade of Certificate, Date of Expiration, Books Read, Date of Writing, Credits—with sub-heads, Institutes Attended, Summer Schools Attended, Professional Books Read, General Culture Books Read, Educational Papers Read Yearly, Att. at Professional Meetings, Att. at District or State Meetings, Coop. with Co. Supt. in Sp'l Work, Excellence of Work in School Room. Each entry space is interlined with two blue faint lines for data showing teacher's progress. Pages folio. Size of leaf,  $15\frac{1}{2} \times 10\frac{1}{2}$ . Indexed throughout.  
 Price, 160 leaves,  $\frac{3}{4}$  binding..... 15.00  
 160 leaves, full Russia, stub flat opened..... 18.00

**Teacher's Reading Circle Work—Card Form, No. 1657.** Same data as contained in Record No. 1670, reduced to card form. Size of card,  $5 \times 8$ .  
 Price per 100 Cards..... 2.50



## TEACHER'S ASSOCIATION RECORDS

**County Superintendent's Record of Teacher's Association Work, No. 1671.** Contains forms for quick and concise transfer of all data reported from District Associations. This enables the County Superintendent to know at a glance the attendance and work of each teacher at these meetings. Size of leaf, 12 x 9½, 60 pages, ½ binding.

Price ..... 5.00

**District Teacher's Association Record, No. 1672.** Contains suggestions and explanations on dividing the county into districts for association work, the organization of district associations and how conducted, pages for constitution and by-laws, forms for name of teacher, address, dues paid, attendance, number of times taking part, professional interest, program and subjects and to whom assigned, miscellaneous subjects discussed, and minutes of the meeting. Size of leaf, 9½ x 12, 100 pages, ½ binding.

Price ..... 5.00

## EXAMINATION SUPPLIES

## TEACHERS

**Examination Receipt Book, No. 1673.** Carbon duplicating, five originals and five duplicates per leaf, properly perforated. The half sheet folds over the duplicate making a perfect carbon copy. Five receipts may be written with one fold. May be used for Examination, Renewal or Registration Fee.

Price, One book of 500 receipts, stock form, extra check binding..... 4.50

One book of 1,000 receipts, printed special, ½ binding..... 8.00

**Examination Receipt Book, No. 1674—Special for Iowa.** Carbon duplicating, five originals and five duplicates per leaf, properly perforated.

Price, One book of 500 receipts, stock form, extra check binding..... 4.50

One book of 1,000 receipts, printed special, ½ binding..... 8.00

**Report to the Treasurer of State, No. 1675.** A financial report blank to be used by the County Superintendent when making remittance to the Treasurer of State, at the close of each month, according to Sec. 16, Chapter 122, Acts of the 31st G. A. of Iowa.

Price per quire ..... .30

**Preliminary Examination Blank, No. 160.** To be filled out by applicant, and filed with the County Superintendent before writing the examination. Iowa Official Form. Size 8½ x 11.

Price per hundred ..... 1.00

**Certificate of Professional Work, No. 186.** Superintendent's statement of Applicant's professional work. Iowa Official Form. Size 8½ x 11.

Price per hundred ..... 1.00

**Request for Provisional Certificate, No. 169.** Superintendent's request to Educational Board of Examiners that a Provisional Certificate be issued. Iowa Official Form. Size  $8\frac{1}{2} \times 11$ .

Price per hundred ..... 1.00

**Professional Spirit Blank, No. 182.** A certificate showing the classification or division of Professional Credits earned during the life of the certificate offered for renewal. Size  $8\frac{1}{2} \times 11$ .

Price per hundred ..... 1.00

**Professional Study Blank, No. 1695.** Teacher's report to the County Superintendent for permanent filing in his office. While this blank is designed to meet certain requirements of the Iowa law, it is an excellent form for use in any state where County Superintendents keep a record of the teacher's progress and interest in professional reading. Size  $8\frac{1}{2} \times 11$ .

Price per hundred ..... 1.00

#### RENEWAL BLANKS

**Application for Renewal of Uniform County Certificate, No. 181.** Iowa Official Form 1. Size  $8\frac{1}{2} \times 11$ .

Price per hundred ..... 1.00

**Superintendent's Statement as to Professional Study, No. 184.** Iowa Official Form—Renewals, Form 2. Size  $8\frac{1}{2} \times 11$ .

Price per hundred ..... 1.00

**Superintendent's Statement as to Success and Professional Spirit, No. 185.** Iowa Official Form—Renewals, Form 3. Size  $8\frac{1}{2} \times 11$ .

Price per hundred ..... 1.00

**County Superintendent's Recommendation for Renewal of Certificate, No. 183.** This form contains the per cents in the various subjects required by the State Board of Educational Examiners. Official Form. Size  $8\frac{1}{2} \times 11$ .

Price per hundred ..... 1.00

#### LIFE VALIDATION BLANKS

**Application for Life Validation, Uniform County Certificate, No. 1698.** Contains preliminary questions to be answered by applicant. Iowa Official Form No. 1. Size  $8\frac{1}{2} \times 11$ , double sheet.

Price per hundred ..... 2.00

**Application for Life Validation, Uniform County Certificate, No. 1699.** Superintendent's Statement as to Professional Study. Iowa Official Form No. 2. Size  $8\frac{1}{2} \times 11$ .

Price per hundred ..... 1.00

**Application for Life Validation, Uniform County Certificate, No. 1700.** County Superintendent's Statement as to Success and Professional Spirit. Iowa Official Form No. 3. Size  $8\frac{1}{2} \times 11$ .

Price per hundred..... 1.00

**Application for Life Validation, Uniform County Certificate, No. 189.** Director's Statement. Iowa Official Form No. 4. Size  $8\frac{1}{2} \times 11$ .

Price per hundred..... 1.00

### CONVENIENCE BLANKS AND REPORTS

**Certificate of Teaching Experience, No. 1664.** A certificate showing that the applicant has had six months successful teaching experience in lieu of Normal Training as required by Chapter 243, Section 2, Acts of the 35th G. A. of Iowa. Size of certificate,  $3\frac{3}{4} \times 5\frac{3}{4}$ , 100 per book.

Price per book ..... .50

**Regular Examinations for Teacher's Certificate, Card No. 4555.** A post card containing information pertaining to examination dates, examination program, and minimum age of applicant as required in Iowa. Saves dictating long letters—a real time-saver.

Price per hundred ..... 1.50

**Notice to Register Certificate, No. 1631.** Notice to teacher citing that part of Section 17 of the Certificate Law providing that certificates must be registered with the County Superintendent before they are valid in the county. On the back of this card space is provided for Teacher's Name, Address, School, Grade of Work, Experience, Professional Work, and other data desired by the County Superintendent. Size of card,  $3 \times 7\frac{1}{2}$ .

Price per hundred ..... 1.50

**Registration Record Card, No. 170.** Similar to No. 1631, with Section of Law omitted. Size  $4 \times 9$ .

Price per hundred ..... 2.50

**Teacher's Minimum Wage Scale, No. 1696.** Scale of Teacher's Minimum Daily and Monthly salary as designated in Chapter 249, Acts of the 35th General Assembly of Iowa.

Price per hundred..... 1.00

**Examination Check Card, No. 161.** A card containing suggestions, and retained by the applicant during the examination. One side is arranged for checking the teacher's application, and designating the number of sheets in each manuscript delivered to the Conductor. Card is returned to the Conductor on completion of the examination. It is really an examination "safety valve." Size  $5 \times 9$ .

Price per hundred ..... 3.50

**Examination Program and Check Card Combined, No. 162.** This card contains the Examination Program as designated by the Superintendent of Public Instruction. Space is provided for designating the number of sheets in each manuscript. This card is used same as No. 161. Size  $3\frac{3}{4} \times 7$ .

Price per hundred ..... 3.00



**Teacher's Examination Check Sheet, No. 1616.** Designed to assist the Conductor in checking manuscripts, and subjects required. It contains space for Date of Examination, Names, and list of subjects required. Size 8½ x 11, with space for fifty applicants. This sheet is almost indispensable where partial examinations are required.

Price per hundred ..... 1.50

**Teacher's Examination Grade Sheet, No. 1690.** Ruled and printed for a complete record of all teachers writing the examination. It contains space for name of place and date of examination with sub-heads for Examination No., Name of Applicant, Address, Age, Sex, No. Terms taught, Institutes attended, Grade and date of certificate, followed with a list of subjects with spaces for percentages. Size of sheet, 9 x 12.

Price per hundred..... 3.00

**Teacher's Examination Grade Sheets, No. 165.** A loose leaf record of examinations. May be used as a temporary or permanent record of grades. Size 12 x 13½, excellent stock.

Price per 100 sheets..... 5.00

**Automatic Binder, No. B 165.** This automatic binder will fit either Grade sheets No. 165, or the Examination Grade sheets furnished by the Superintendent of Public Instruction of Iowa. Name of county embossed on same.

Price ..... 1.50

**Applicant's Examination Record, No. 167.** A certificate used by County Superintendents when reporting grades to applicants failing to make the required averages. A certificate of encouragement. A neat certificate with lithographed border, and stub. Localized for your county, and bound in books of one hundred certificates each.

Price per book ..... 5.00

**Report of Examination, No. 1676.** Card form for reporting results of examination. One side contains the various subjects with spaces for percentages; the opposite side contains the averages required for the various grades of certificates, and the place and time when examinations will be held during the year.

Price per 100, stock form..... 1.50

Price per 100, localized..... 2.50

### TEACHER'S EXAMINATION PAPER

**Iowa Uniform Examination Paper, No. 163.** Size of sheet, 8½ x 11, ruled both sides, with red marginal lines. Good stock. Localized for county.

Price, per ream..... 2.75

5 reams or more, per ream..... 1.50

**Uniform Examination Envelopes, No. 1682.** Heavy jute envelope for sending examination manuscripts to Superintendent of Public Instruction. Size 10½ x 12½, side opened, gummed. Iowa Official Form, localized.

Price per hundred ..... 4.50

**Illinois Uniform Examination Paper, No. 163 I.** Size  $8\frac{1}{2} \times 14$ , ruled both sides, red marginal lines, box head. Localized for county.

Price, per ream.....	2.00
5 reams or more, per ream.....	1.75

**Uniform Examination Envelope, No. 1683.** Heavy jute envelope for sending examination manuscripts to State Examining Board. Size  $9\frac{1}{2} \times 15\frac{1}{2}$ . Official Form, localized.

Price per hundred .....	5.00
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**Minnesota Uniform Examination Paper, No. 1677.** Approved form for State High School Board Examinations. Double sheet ( $8\frac{1}{2} \times 14$  when folded), excellent stock.

Price per ream of 500 double sheets.....	3.25
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**Missouri Uniform Examination Paper, No. 1678.** Approved form for Missouri. Size  $8\frac{1}{2} \times 14$ , ruled both sides, red marginal lines, box head. Excellent stock.

Price, per ream, stock form.....	1.25
5 reams or more, localized for county, per ream.....	1.50

**Nebraska Uniform Examination, No. 1679.** Approved form for Nebraska. Size  $8\frac{1}{2} \times 14$ , ruled one side, red marginal line at left, directions for writing inclosed in box head, excellent stock.

Price, per ream, stock form.....	1.25
5 reams or more, localized for county, per ream.....	1.50

**North Dakota Uniform Examination Paper, No. 1680.** Approved form for North Dakota State High School Examinations. Double sheet ( $8\frac{1}{2} \times 14$  when folded). Excellent stock.

Price per ream of 500 double sheets.....	3.25
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**Teacher's Examination Paper, No. 72.** Size of sheet,  $8\frac{1}{2} \times 14$ , ruled both sides, red marginal lines, box head, good stock.

Price, 5 reams or less, per ream.....	1.50
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Write for special price on larger quantity.

**Examination Booklet, No. 1681.** An excellent style for independent manuscripts where state uniformity is not required. Size of page,  $8\frac{1}{2} \times 7$ , blue faint lines, left hand marginal rule, no printing. Covers blue, printed with space for Name of Applicant, Place, Date, Subject, Page, and Applicant's Examination No.

Price, 8 pp. booklets, per M.....	11.00
16 pp. booklets, per M.....	20.00

If covers are to be localized, add \$1.75 per M.

**Examination Booklet, No. 1688.** Size of leaf,  $8\frac{1}{2} \times 11$ , blue faint lines, red marginal lines, no printing. Covers heavy manila. On outside of cover is printed the Preliminary Examination Blank, and on the inside a list of the examination subjects with space for inserting the grades earned. All booklets contain 32 pages.

Price per hundred.....	10.00
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## TEACHER'S CERTIFICATES



No. 1691

Teacher's Certificate, No. 1691. Lithographed head and border, as per illustration. Grade of Certificate may be changed and body including subjects arranged as desired. Do not fail to send copy with order. Size including stub,  $8\frac{1}{2} \times 14$ . One hundred per book, extra check binding.

Price per book..... 5.00

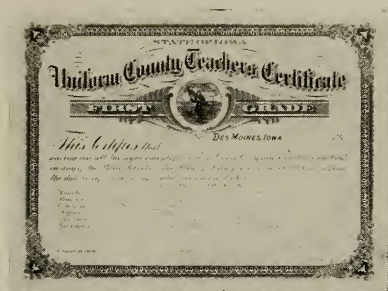


No. 1692

Teacher's Certificate, No. 1692. Lithographed head and border, body worded as desired. Size including stub,  $8\frac{1}{2} \times 14$ , extra check binding, one hundred per book.

Price per book..... 5.00

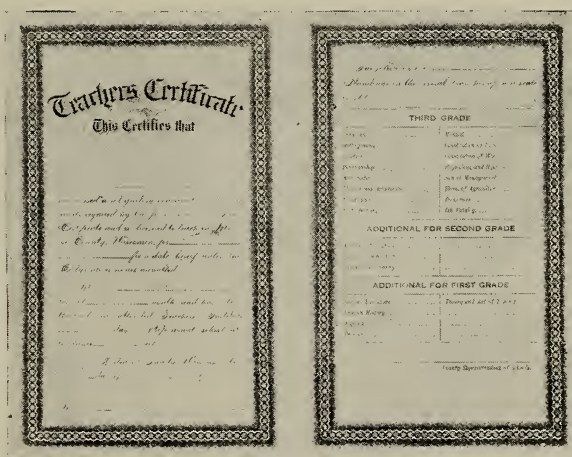




No. 1693

Teacher's Certificate, No. 1693. Will be furnished for First, Second or Third Grade, for any state or county. Vignette will be changed to some standard style, or to your state seal. Body worded as desired. Size including stub,  $8\frac{1}{2} \times 14$ , one hundred per book, extra check binding.

Price per book..... 6.00



No. 1694

Teacher's Certificate, No. 1694. A beautiful folder lithographed on Artificial Parchment. See illustration. Grade of Certificate and Name of County on page one. Pages two and three printed special as per your copy. One or more certificates of renewal or indorsements may be printed within the scroll border on page four. A very neat certificate. Size when folded,  $8\frac{1}{4} \times 5\frac{1}{4}$ .

Price per hundred..... 9.00

Note—Any of the above certificates excepting No. 1694, may be ordered in tints if desired, without extra charge.

## NORMAL TRAINING EXAMINATIONS

**Normal Training Examination Paper, No. 135 N. T.** Size of sheet,  $8\frac{1}{2} \times 11$ , blue faint lines with red marginal lines at left, and separating head. Iowa Official Form, localized.

Price per ream..... 2.75

Price per 5 reams or more..... 1.50

**Normal Training Examination Envelope, No. 1684.** A heavy jute envelope,  $10\frac{1}{2} \times 12\frac{1}{2}$ , side opened, gummed. Iowa Official Form, localized.

Price per hundred..... 3.50

**Normal Training Examination Receipt Book, No. 1685.** Five hundred Normal Training Receipts in carbon duplicate, per book.

Price per book, stock form..... 4.50

Price per book of 1,000 receipts, localized..... 8.00

**Normal Training School Diplomas, No. C. S. 2315.** Issued to graduates of County Normal Training Schools. See illustration in County Superintendent's Diploma section.

## SEVENTH AND EIGHTH GRADE EXAMINATIONS

**Announcement Card, No. 132.** Notice to teachers of Eighth Grade Examination. Contains announcement of date, program, and request for Eligibility Certificate. Size  $3\frac{1}{2} \times 5\frac{1}{2}$ .

Price per hundred..... .75

**Eighth Grade Eligibility Certificate, No. 131.** A blank to be used by the teacher in certifying to the County Superintendent the names of pupils to be admitted to the Eighth Grade Examination. Size,  $8\frac{1}{2} \times 11$ .

Price per hundred ..... 1.00

**Eighth Grade Preliminary Examination Blank, No. 133.** A blank to be filled out by the pupil and filed with the County Superintendent before writing the examination. Size  $8\frac{1}{2} \times 11$ .

Price per hundred ..... 1.00

**Eighth Grade Check Card, No. 134.** A card to be retained by the pupils during the examination. It contains valuable instruction pertaining to the examination, the pupil's name, address, school and examination number. It also contains a list of subjects to be checked by pupil before handing paper to the conductor. Size  $4 \times 8$ .

Price per hundred ..... 2.00

**Eighth Grade Examination Paper, No. 135.** Iowa Official Form, localized by printing in name of county. This is an excellent form for use in any state. Size  $11 \times 8\frac{1}{2}$ , medium weight but excellent quality. Ruled both sides.

Price, per ream of 500 sheets..... 2.75

5 reams or more, per ream..... 1.50

**Pupil's Examination Paper, No. 70.** Size 14 x 8½, blue faint lines, red marginal lines with red ruled box heading. Ruled both sides.

Price, per ream of 500 sheets, stock form..... 1.50  
 5 reams and over, printed special, per ream..... 1.75

Write for special price on larger quantity.

**Pupil's Examination Paper, No. 160.** Size 9 x 12, ruled both sides, blue faint lines, red marginal lines, purple ruled box heading.

Price, per ream of 500 sheets, stock form..... 1.20  
 5 reams or over, printed special, per ream..... 1.50

Write for special price on larger quantity.

**Pupil's Examination Booklet, No. 1686.** Size of leaf, 8½ x 7, blue faint lines, red marginal line at left, good stock, no printing. Cover blue. Front cover printed with space for Name, Address, School, Subject, Per Cent, Date.

Price, 8 pages, per M..... 11.00  
 16 pages, per M..... 20.00  
 32 pages, per M..... 25.00

If name of County and County Superintendent is printed on cover, add \$1.75 per M.

**Examination Booklet, No. 1687.** Size of leaf, 8½ x 11, blue faint lines, red marginal lines, no printing. Covers, heavy manila. On outside of cover is printed Eighth Grade Preliminary questions; on inside of front cover a list of subjects with blanks for per cents earned.

Price per hundred, covers printed special to copy..... 10.00

In quantities of 300 and over, printed special to copy, \$8.00 per hundred.

**Report of Examination, No. 1689.** A blank used by the teacher or conductor in reporting results of Eighth Grade examinations. It contains space for Name of Teacher, Address, District, with sub-heads as follows: No., Name of Pupil, Address, Age, Year in Course, followed by the various subjects included in the examination. This blank may be used to excellent advantage in reporting the Seventh grade, or any examination given in the rural schools. Size 8½ x 14.

Price per hundred sheets..... 3.00

**Check Sheet—Eighth Grade Examination, No. 140.** Ruled and printed for a complete record of all pupils in the county writing the Eighth Grade Examination. All spaces for recording percentages are interlined so that grades may be brought forward at another examination without re-writing the pupil's name. May be used as a permanent record if desired. Size 11 x 14, heavy bond paper, punched for loose leaf record.

Price, 100 sheets..... 3.50

Automatic Cover for same, with name of county in gold..... 1.50

**Eighth Grade Examination Record, No. 138.** A beautiful Certificate, 8½ x 10½, with lithographed border, issued to pupils failing to make the required average for graduation. It is a certificate of encouragement from the County Superintendent. All certificates localized for county and bound in books, each containing one hundred certificates with stub.

Price per book..... 5.00



**Report of Eighth Grade Examination, No. 137.** County Superintendent's report to pupil of standings received. Opposite side of card contains instructions as to eligibility to enter the examinations and requirements for graduation. Size of card,  $3\frac{1}{2} \times 6\frac{1}{4}$ .

Price per 100, stock form..... 1.25  
 Price per 100, localized..... 2.50

**Monthly Report of Pupil's Examinations, No. 1704.** This report is arranged as a time saver in reporting sixth, seventh and eighth grade monthly reports of examinations to County Superintendent. One entry covers a period of eight months, with spaces sufficient for ten pupils per sheet. Size  $8\frac{1}{2} \times 14$ . This sheet is inserted in a two-fold jute folder with name and address of County Superintendent printed on one fold, and space for name and address of teacher on opposite fold. When folded only one address is visible, thus the report may be exchanged between teacher and County Superintendent as frequently as desired by simply attaching required postage. More than one sheet may be enclosed if desired. At the close of the year, sheets may be removed and bound. Size of folder when folded ready for mail,  $4 \times 8\frac{1}{2}$ .

Price per 100 folders, with sheet attached..... 5.00  
 Additional sheets, per 100..... 3.00



No. 141

**Certificate of Admission to High School, No. 141.** A beautifully lithographed certificate issued by the County Superintendent to pupils who have completed the Eighth Grade of the rural schools as provided by Chapter 156 of the 37th G. A. of Iowa. The back of the certificate contains excerpts of the law, and four affidavits (one for each of the four years attendance) to be made by the parent or guardian designating age and residence of pupil. Size of certificate including stub,  $8\frac{1}{2} \times 14$ . Good ledger stock. All certificates localized for county. One hundred per book.

Price per hundred..... 5.00

**Certificate of Admission to High School, No. 1697.** This certificate has the same lithographed head and border as No. 141, but arranged special for Illinois. The certificate is issued by County Superintendents of Schools in compliance with the Non-High School law of that state. The back of the Certificate contains excerpts of the law, and four affidavits (one for each year of attendance) to be made by parent or guardian, establishing the pupil's age and district residence. Size including stub,  $8\frac{1}{2} \times 14$ . All certificates localized for county. One hundred per book.

Price per book..... 5.00



No. 1643

**Certificate of Rank, No. 1643.** A beautiful certificate issued to pupils completing the Seventh or Eighth Year's work in the Course of Study prescribed for the rural schools. These certificates are printed special, therefore body may be arranged as desired. Do not forget to send copy with order. Gold wafer seals embossed "County Superintendent of Schools," attached to all certificates. Size  $9\frac{1}{2} \times 12$ .

Price per hundred..... 4.50

**Certificate of Rank, No. 1640.** This certificate, including head, may be changed as desired without additional cost. Send copy with order. Embossed gold seals attached to all certificates. Size  $9\frac{1}{2} \times 12$ .

Price per hundred..... 4.50

**Certificate of Rank, No. 1639.** Lithographed design same as Teacher's Certificate No. 1691 with the words Certificate of Rank printed in panel. Body worded as desired. Do not fail to send copy with order. Size including stub,  $8\frac{1}{2} \times 14$ .

Price, 100 per book, extra check binding..... 5.00

100 without stub, gold seals attached..... 4.00

**County Superintendent's Diplomas.** See Diploma section for illustrations, size and prices.



## CERTIFICATES OF PROMOTION

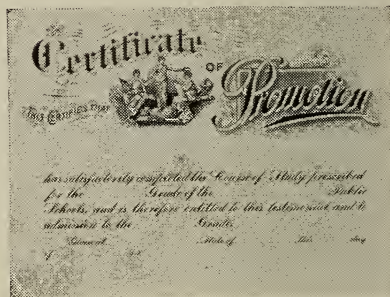


No. 42. Size 9 x 12.

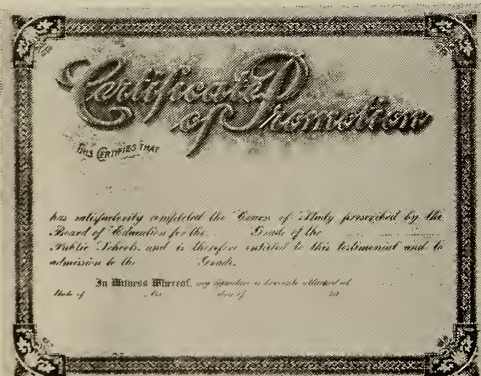
## Certificate of Promotion, No. 40.

Lithographed head, body worded as desired. Be sure to send copy with order. Small gold seals embossed County Superintendent of Schools. Ledger stock.

Price, 100 .....\$ 4.00  
500 ..... 15.00



No. 40. Size 6½ x 8½.



No. 41. Size 9 x 12.

## Certificate of Promotion, No. 42.

Lithographed head and border. Body may be worded as desired. Do not forget to send copy with order. Gold seals embossed County Superintendent of Schools. Ledger stock.

Price, 100 .....\$ 4.50  
500 ..... 20.00

## Certificate of Promotion, No. 41.

Lithographed head and border, body printed as desired. Send copy with order. Ledger stock, embossed gold seals.

Price, 100 .....\$ 4.50  
500 ..... 20.00





No. 25½. Size 9 x 12.

Certificate of Promotion, No. 25½. Lithographed head, body printed as desired. Certificate may be localized by printing in name of county in heading without extra charge. Ledger stock, embossed gold seals.

Price, 100.....\$ 5.00  
500.....20.00



No. 44. Size 14 x 17.

Certificate of Promotion, No. 44. Lithographed head and border, body printed as desired. Ledger stock, embossed gold seals.

Price, 100.....\$12.00

### INSTITUTE SUPPLIES, ORDERS ON THE INSTITUTE FUND, AND REPORTS

**Institute Note Book No. 80.** This book contains 64 pages,  $8\frac{1}{2} \times 5\frac{1}{2}$ , blue faint lines with red marginal ruling. Printed at top of page as follows: Page....., Week....., Day....., Hour.....to....., Subject....., Instructor.....  
Side opened, and bound in cloth lined leatherette.  
Price per 100 with cover localized for county, name of county superintendent,  
and date of institute.....\$12.00  
Price per 100, stock form cover..... 10.00

**Institute Note Book No. 1645.** Same description as No. 80, excepting size of page  $6\frac{1}{2} \times 4$ , and bound in Onyx Bristol. The most beautiful little note book ever published—one that teachers will keep.  
Price per 100, localized for county, name of county superintendent, and date  
of institute ..... 10.00  
Price per 100, stock form cover..... 8.00

**Institute Note Book No. 1646.** Book contains 64 pages,  $4 \times 6\frac{1}{2}$ , good stock, blue faint lines, end opened, good cover.  
Price per 100, localized for county, name of county superintendent, and date  
of institute ..... 6.00  
Price per 100, stock form..... 4.00

**Institute Song Book.** Contains 84 songs selected especially for opening exercises. The book also contains twelve pages of Elements of Music that will prove helpful to all teachers.  
Price per 100..... 10.00

**Music Course and Song Book.** One of the best music books ever published for rural schools. This book contains many songs that never grow old—the songs children love, and make the room ring when singing. The book contains over 40 pages of Elementary Exercises; below each exercise is printed a list of pages containing songs written in the same key. Over 50,000 now in use in our public schools. Bound in heavy melton especially for use in institute and summer schools.  
Price per 100, to county superintendents only..... 15.00

**Old Glory Song Book.** Contains 20 patriotic songs that stirs the heart of every American. Especially appropriate for opening exercises.  
Price per 100..... 5.00

**Institute Enrollment Card No. 85.** Printed special for each institute or summer school,  $4 \times 7$ , covering preliminary information.  
Price for first 100 cards..... 3.00  
Each additional 100..... 1.00



**Institute Enrollment Card No. 86.** Receipt card containing enrollment and list of subjects, with detachable receipt.

Price per 100..... 1.00

**Institute Enrollment Card No. 87.** An enrollment card 4 x 9, perforated into 24 sections. Beginning at the bottom the holder tears off a check for each forenoon and afternoon and drops it in the roll box, having previously placed her number on the check.

Price per 100..... 1.00

**Institute Enrollment Fee Receipt Book No. 88.** Five hundred receipts in carbon duplicate per book, five original and five duplicate receipts per page. A very popular receipt, used in many states.

Price per book, stock form..... 3.50

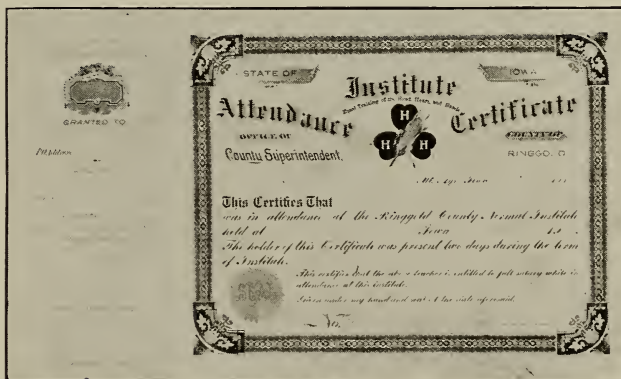
Price per book of 1,000 receipts, localized for county..... 8.00

**Institute Record No. 83.** A Pocket Institute Record containing forty pages ruled form containing the following information: Record of Institute, Held at .....19...., Number, Name of Division, Age, No. Terms Taught, No. of Institutes Attended, Studies Pursued, and four weekly columns for attendance, summary, and remarks. Size of page  $8\frac{1}{4} \times 4\frac{1}{2}$ , bound in cloth lined leatherette. A copy of this record should be in the hands of the county superintendent and each instructor.

Price ..... .30

**Institute Fund Ledger No. 92.** See General Office Records for county superintendents.

**Institute Record No. 93.** See General Office Records for county superintendents.



No. 94

**Institute Attendance Certificate, No. 94.** A beautifully lithographed certificate issued to those who attend institute. Body of this certificate may be changed to read as desired. Always send copy for printing. Bound 100 or more per book, extra check binding.

Price per 100 certificates..... 5.00



**Institute Attendance Certificate, No. 95.** General design same as Teacher's Certificate No. 1692. Body always printed as desired. Do not forget to send copy. Bound 100 or more per book as desired, extra check binding.

Price per 100 certificates..... 5.00

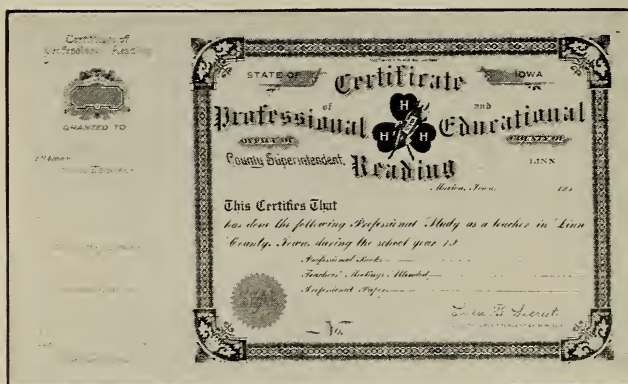
**Summer School Certificate, No. 1651.** General design same as No. 95. Body printed special as desired. Bound in book of 100 or more.

Price per 100..... 5.00

**Normal Training School Diploma No. C. S. 2315.** Issued to graduates of County Normal Training Schools. See illustrations in County Superintendent's Diploma Section. This diploma may be arranged to meet the requirements in any state.

Price per 100, Lithographed special on Ledger stock..... 20.00

Price per 100, Lithographed special on Art Parchment..... 22.00



No. 1652

**Certificate of Professional Reading No. 1652.** Issued to teachers who have followed a prescribed course in professional reading. Body may be changed as desired. The clover leaf vignette may be changed to the seal of your state.

Price per 100 bound in book form..... 5.00

**Certificate of Professional Attainment No. 1653.** A certificate issued to strictly progressive teachers. Body may be worded as desired. This certificate if used judiciously by a county superintendent will increase the efficiency of his teachers fifty per cent. Try it.

Price per 100 bound in book form..... 5.00

**County Superintendent's Orders on Institute Fund, No. 97.** Orders issued to County Auditor authorizing that officer to issue a warrant on the Institute Fund, Iowa Form.

Books containing 100 orders..... 1.50

Books containing 200 orders..... 2.50

County Superintendent's Orders on Institute Fund with sworn statement attached, No. 1612. Iowa Form, 50 per book, carbon duplicate.

Price per book..... 1.00

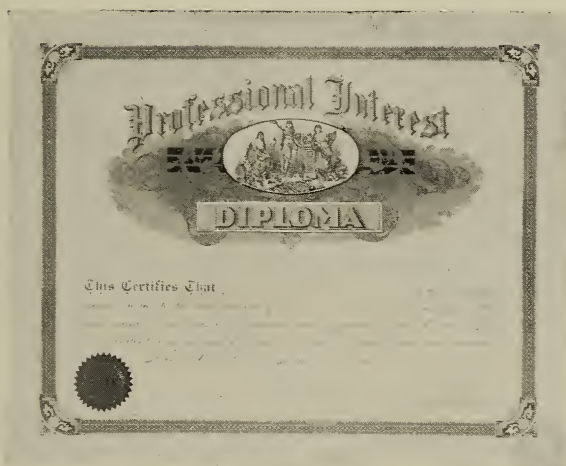
Report to County Auditor, Institute Fund, Iowa Form, No. 1613. County Superintendent's report of all receipts credited to the Institute Fund, 50 per book, carbon duplicating .....

1.50

County Superintendent's Report to County Treasurer, with receipt attached, No. 91. 50 per book, carbon duplicating.....

1.50

County Superintendent's Cash Book No. 30. See General Office Records for County Superintendents, page 7.



No. 6. Size 14 x 17.

Professional Interest Diploma, No. 6. A beautifully lithographed diploma issued to teachers of exceptional ability. A good recommendation for any teacher. Size 14 x 17. Lithographed on Art Parchment, body worded as desired.

Per 100 ..... 9.00

**RURAL SCHOOL SUPERVISION**

**CLASSIFICATION REGISTERS, COMBINED ATTENDANCE AND CLASSIFICATION REGISTERS, CLASSIFICATION REPORT BLANKS, AND DAILY ATTENDANCE REGISTERS**

We will insert in the front part of all Classification Registers and Combined Attendance and Classification Registers, a synopsis of any Course of Study not exceeding four pages, without additional charges where the order is for one hundred or more registers. Copy must be furnished by County Superintendent.

**Metropolitan Classification Register, No. 1710.** This register shows the standing and advancement of each pupil during the term or year, where each class began and left off work, the classification of each pupil for the ensuing term and where each class should commence work. This record with a duplicate report to the County Superintendent of Schools will bring the work of each school and each pupil under the personal supervision of that office, and enforce a uniform and systematic pursuance of any Course of Study adopted. Every register contains a complete sample section illustrating and explaining this modern system. Size of page, 13½ x 8¼, space sufficient to last the average school six or eight years, excellent stock, linen sewed, and bound in Interlaken book cloth.

Price per copy.....\$ 1.00

**Metropolitan Combined Attendance and Classification Register, No. 1711.** This register is so constructed that a complete record of Daily Attendance and Classification may be kept accurately in one book. The Classification form follows the Daily Attendance form consecutively for each term or year, with but one entry of the names of pupils. Every register contains a complete sample section of Daily Attendance and Classification fully illustrating and explaining the system. Size of page, 15½ x 10¼, excellent stock, linen sewed, leather back and corners, cloth sides.

Price per copy..... 1.50

**Metropolitan Combined Attendance and Classification Register, No. 1712.** Special Illinois Edition. The Attendance section in this register is written for five weeks to the month to comply with the law making the school month correspond with the calendar month. The Classification section is arranged in strict compliance to the new course of study recently adopted in that state. In other arrangements, size, stock and binding it is the same as No. 1711.

Price per copy..... 1.00



**Metropolitan Combined Attendance and Classification Register, No. 1713.** Special Iowa Edition. The Attendance section of this register and arrangement is the same as No. 1711. The Classification section is arranged special to make effective the new "Course of Study and Manual of Methods for the Elementary Schools of Iowa" issued by the State Superintendent of Public Instruction. While this register is written special to meet the demands of one of the most extensive courses ever published, the arrangement for correlation of subjects is so simple and unique that it renders the register a most valuable one for use in any state or county where a system of classification and gradation has been maintained a few years. Size and style of binding same as No. 1711.

Price per copy..... 1.50

Adoption price, \$1.00 per copy.

### POCKET CLASS RECORDS AND PLAN BOOKS

The use of Pocket Class Records is becoming very popular in rural schools. Among the various forms we publish, the following are recommended for use in rural and small town schools organized on the four weeks (monthly) plan.

**Metropolitan Class Record, No. 100.** This record is written for sixteen weeks of five days each, with Monthly Averages. Four pages for Memoranda. Nine openings of twenty-five names each. Excellent stock, faint lined in blue, red and purple.

Price, Manila cover..... .20  
 Leatherette cover ..... .25  
 Full Cloth cover..... .30

**Metropolitan Class Record, No. 120.** Written for twenty weeks of five days each, with Monthly Averages. Four pages for Memoranda. Twelve openings of twenty-five names each. Excellent stock, faint lined in blue, red and purple. Entry pages may be extended to cover a period of forty weeks by cutting leaf.

Price, Manila cover..... .20  
 Leatherette cover ..... .25  
 Full Cloth cover..... .30

**Metropolitan Class Record, No. 251.** Written for ten months of five weeks each. Written for use in states where the calendar and school month correspond. Spaces for Monthly Grades, Examinations, General Average, and Promotions. Twenty-five openings of ten names each. Excellent stock, cloth bound only.

Price per copy..... .30

**The Teacher's Daily Plan Book, No. 1714.** This book contains 82 pages for lesson outlines, arranged for one week to folio page, 9 pages in front part of book for general plans, and 5 pages in back for teacher's notes. Size of page, 12 x 9½, excellent stock, and bound with heavy press board.

Price per copy..... .50

**Teacher's Diary or Blotter, No. 1.** Contains 200 pages arranged on the daily plan. Each page provides space for notation of tardiness, absentees, and a general outline of the work for the day. No. 1 manila stock, end opened, cover heavy manila, size of page 6 x 9.

Price per copy..... .20  
Price per 100 copies..... 15.00

**Teacher's Diary and Plan Book, No. 2.** Fifty-two folio pages, each folio page having space for tardy and absent pupils, and assignments for one week of five days. Size 6 x 9. No. 1 manila stock, end opened, heavy manila cover.

Price per copy..... .10  
Price per 100 copies..... 8.00

**Daily Plan Sheets for Rural Teachers, No. 1715.** These Plan Sheets are made in loose leaf form and contain sufficient space for outlining the work in the various subjects for one day. The best and most economical plan sheet ever devised. Covers will last for years, and additional sheets are inexpensive. Size of sheet, 11 x 8½.

Price, 100 sheets in Automatic cloth cover..... .50  
500 extra sheets..... 1.25

### DAILY ATTENDANCE REGISTERS

**Teacher's Daily Attendance Register, No. 2.** Written for sixteen weeks, but may be used for thirty-two weeks without re-writing names, by simply cutting leaf. Weekly summary. Attendance section concluded with a General Summary and list of branches studied. In back part of register is found Record of Visitors, Monthly Summaries, List of Text Books Used, List of Graduates, and Daily Program of Recitation and Study. Size of leaf, 9 x 11¼. Bound cloth back, heavy board sides.

Price per copy..... .50

**Teacher's Daily Attendance Register, No. 9.** Special for Illinois. Written for four months of five weeks each. Monthly Summaries, Forms for Text Books Used, Roll of Honor, Examination or Class Record, Record of Visitors, Monthly and Progressive Summary, and ten Schedules in back part of register. Size of leaf and style of binding same as No. 2.

Price per copy..... .60

**Teacher's Daily Attendance Register, No. 9 A.** Same as No. 9, omitting Schedules in back of register.

Price per copy..... .60

**Teacher's Daily Attendance Register, No. 7.** This register is written for ten months attendance without re-writing name of pupil. Monthly Summaries and bi-monthly Examinations. Visitor's Record, and List of Graduates in back part. Size of page, 14 x 9½, bound cloth back and corners, board sides.

Price per copy..... .60

**Teacher's Daily Attendance Register, No. 12.** Register is written for nine months attendance without re-writing name of pupil, with forms for monthly summaries, term reports, and record of visitors. Size of page,  $15\frac{3}{4} \times 10\frac{1}{2}$ , bound cloth back, board sides.

Price per copy..... .60

### CLASSIFICATION BLANKS AND KINDRED REPORTS

**Preliminary Classification Report, No. 111.** This report blank shows the complete organization of the school, program, position of each pupil and class, condition of school room and grounds. This report is mailed to the County Superintendent of Schools at the beginning of the term, thus acquainting him with facts that would require weeks of visitation to obtain. It enables him to do effective work where it is needed, and to do it at once. Size  $8\frac{1}{2} \times 14$ .

Price per 100, loose..... 1.50

Price per 100, enclosed in envelope (one blank and one No. 9 envelope enclosed in a mailing envelope)..... 2.00

**Metsuco Endlock Sectional Post Binder, No. 7251-4.** An excellent binder for filing Preliminary Classification blanks in the office. If binder is desired, it should be ordered with the blanks, that blanks may be punched to fit.

Price ..... 3.00

**Classification Reporting Blank, No. 112.** This blank corresponds to the Classification section of the register, and should be filed with the County Superintendent of Schools at the close of the term or year as he may direct. It affords an opportunity to study conditions, and plan systematic work. At the close of the year these reports may be bound in one volume at little expense. Size  $16 \times 10\frac{1}{2}$ .

Price per 100, loose..... 2.00

Price per 100, enclosed in envelope..... 3.00

**Temporary Binder for Classification Reporting Blanks, No. 112 B.** An unrivaled cloth cover with shoestring fastener.

Price ..... 1.00

**Teacher's Term Report to County Superintendent, No. 113.** This is used in place of the Classification Reporting Blank No. 112, containing practically the same information reduced to a card system. Each card with a return envelope is

enclosed in an envelope for mailing to teacher. Size of card,  $5 \times 8$ .

Price per 1,000..... 20.00

**Teacher's Monthly Report to County Superintendent, No. 115.** In many counties Superintendents require monthly reports showing classification and progress. This card meets these requirements. Form is nearly the same as No. 113, but put up in envelopes containing nine cards and nine return envelopes. The number of cards and envelopes may be varied according to superintendent's desire when placing order. Size of card,  $5 \times 8$ .

Price per 1,000..... 20.00



**Teacher's Term Report to Secretary and Superintendent, No. C. S. 301.** Teacher's statistical report required by the Iowa School Law to be filed with the secretary at the close of each term, arranged appropriately to meet the requirements of the law, and to furnish the Superintendent valuable information pertaining to the school. Size 16 x 11.

Price per 100.....	2.00
Price per 100 enclosed in envelopes.....	2.50

**Teacher's Term Report to Secretary, No. 301.** Teacher's statistical report required by the Iowa School Law to be filed with the secretary at the close of each term. Arranged for nine months on the monthly plan of reporting the attendance of individual pupils. Size 13½ x 8½.

Price per 100.....	1.50
Price per 100 enclosed in envelopes.....	2.00

**Teacher's Term Report to Secretary, No. 1819.** Same as No. 301, arranged for 36 weeks on the weekly plan of reporting the attendance of individual pupils. Size 13½ x 8½.

Price per 100.....	1.50
Price per 100 enclosed in envelopes.....	2.00

**Common School Schedules, No. 101.** Teacher's statistical report to Director, Illinois form. "Upon the receipt of a schedule properly certified, the directors shall forthwith issue and deliver to the teacher an order on the township treasurer for the amount named in the schedule." Size 11 x 8½.

Price per 100.....	1.50
Price per 500.....	5.00

**Statement of Attendance, No. 181 Illinois.** A statistical report blank for use in city schools in lieu of schedules. Space is provided for twenty-six teachers or rooms. Contains legal certificate of teachers and Board of Education. Size 14 x 8½.

Price per 100.....	2.50
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#### POCKET VISITATION RECORDS, MEMORANDUM BOOKS, DIRECTORIES, EXPENSE BOOKS, AND VARIOUS TIME SAVERS

**Visitation Record, No. 1627.** Gives Dist. No., Name, School Officers, Teachers, Salary, When Terms Begin, When Terms End, with items of observation usually covered by a Superintendent's visit. Space is provided for three visits so as to form comparative reports. Right hand page contains space for special memoranda of each visit. Space sufficient for 150 schools. Last ninety pages in record are record ruled for memoranda. Size of page, 6¼ x 3½, light weight bond stock of excellent quality, linen sewed and bound in flexible leather.

Price per copy, including name of County and Superintendent in gold leaf.....	2.00
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**Visitation Record, No. 5.** A condensed record of visits covering the ordinary items of interest. Arranged for three visits so as to form a comparative report. Carbon duplicating. Back of original is arranged for superintendent's private

notations. Size 8 x 4, excellent bond stock. Bound in slip fillers sufficient for fifty schools each. Cover limp leather.

Price per filler.....	.50
Price of cover.....	.50
Price of three fillers and one cover, with name of County and Superintendent embossed in gold leaf.....	2.00

**Visitation Record, No. 2.** A condensed record of visits covering the ordinary items of interest. Arranged for one visit only, twenty-five visits or schools per filler. Heavy bond stock. Size  $3\frac{1}{2} \times 6\frac{1}{2}$ , end opened. Flexible leather cover.

Price of cover with name in gold leaf.....	.50
Price of filler.....	.40

**Visitation Record, No. 1601.** Arranged in loose leaf form, covering enrollment, grounds, building, furnishings, organization, and teacher's professional abilities. Good bond stock. Size  $3\frac{1}{2} \times 7\frac{1}{4}$ . Cover flexible leather.

Price, Cover with name in gold leaf.....	.50
100 sheets punched to fit cover.....	.50
500 sheets punched to fit cover.....	1.50

**Visitation Record, No. 1716.** A very complete form for use of County Superintendent when visiting standardized, consolidated, or schools meeting state aid requirements. Arranged in loose leaf form. Each sheet arranged for one visit. Size 10 x 8, excellent bond stock. Flexible leather automatic cover. May be rolled up and carried in pocket.

Price of cover with name in gold leaf.....	1.25
100 sheets punched to fit cover.....	1.00
500 sheets punched to fit cover.....	3.75

**Teacher's and Director's Directory, No. 1718.** A very neat and handy pocket record of Teachers and Directors of both rural and city schools. It gives teacher's name and address, director or secretary's name and address, when term begins and closes, and teacher's salary per month. Each folio page arranged for eleven schools, three terms each. 112 pages, size  $9\frac{1}{2} \times 4\frac{1}{4}$ , flexible leather binding.

Price per copy, including name in gold leaf.....	2.00
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**Superintendent's Memorandum Book, No. 1628.** Arranged similar to No. 1718 and contains three forms. First 36 pages Record of Teachers and Directors; second form consists of 20 pages Superintendent's Expense Account, and last 50 pages record ruled for Superintendent's Notes. Size of page,  $9\frac{1}{2} \times 4\frac{1}{4}$ , flexible leather binding.

Price per copy, including name in gold leaf.....	2.00
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**Pocket Expense Memorandum of County Superintendent of Schools, No. 413 S.** A very unique and complete vest pocket expense book for Superintendents, covering transportation, railroad fare, hotel expense, miscellaneous expenses, and employment. Folio page arranged for day or week. Size  $3 \times 5\frac{3}{4}$ , bond stock, jute cover.

Price per copy.....	.10
Price per dozen.....	1.00

## TIME SAVERS AND SYSTEMATIZERS

**Superintendent's Acknowledgment of Teacher's Application, No. 123 A.** A card form acknowledging teacher's application for a position in the schools of his county, and requesting applicant to fill out and return Application Card. Size  $3\frac{1}{2} \times 5\frac{1}{2}$ .

Price per 100..... 1.00

**Teacher's Application Card, No. 123 B.** A card to be filed with the County Superintendent of Schools by teacher desiring his assistance in securing a school. It gives Name of Teacher, P. O. Address, Telephone Address, Grade of Certificate, When Issued, Educational Qualifications, Experience, Grade of Work desired, and other information necessary to secure an endorsement. Size of card,  $3\frac{1}{4} \times 5\frac{1}{2}$ .

Price per 100..... 1.00

**Director's Notice of Vacancy, No. 123 C.** Double post card mailer from Director to County Superintendent.

Price per 100..... 2.50

**Notification to Director Regarding Teacher, No. 123 D.** A double post card acknowledging request for a teacher, and citing available teachers.

Price per 100..... 2.50

**Notice to Teacher of Vacancy, No. 123 E.** Double post card giving School, Director, Address, Telephone, Salary and other data of interest to the teacher.

Price per 100..... 2.50

**Information Card, No. 123.** County Superintendent's request for information from Director as to whether teacher has been employed. Double post card localized, and Superintendent's name and address printed on return card.

Price per 100..... 2.50

Each additional 100..... 1.00

**Teacher's Report Card, No. 1719.** Teacher's report to Superintendent of having contracted to teach, giving name and location of school, length of contract and salary. Post card size and style, name and address of County Superintendent printed on address side.

Price per 100..... 2.50

Each additional 100..... 1.00

**Teacher's Report Card, No. 121.** Card to be mailed to Superintendent by teacher at the beginning of each term of school, giving District No., Teacher's Name and Address while teaching, Name of Boarding Place, Telephone No., Date School Commenced, Date Closes, Salary per Month, Director's Name and Address. This card is  $3 \times 5$ , and may be filed in a card cabinet for ready reference. It contains space for date of filing and data of supplies furnished. Post card style with name and address of Superintendent on address side.

Price per 100..... 2.50

Each additional 100..... 1.00



**Teacher's Report Card, No. 120.** Double post card. First form contains greetings and suggestions to teachers. This form may be changed as Superintendent may desire. Be sure to send copy with order. Second form same as No. 121.

Price per 100.....	3.50
Each additional 100.....	1.00

**Teacher's Monthly Report, No. 124.** This is a monthly report of attendance, number enrolled in each grade, list of eighth grade pupils, and teacher's notice of supplies needed. Double post card with Superintendent's name and address printed on the address side.

Price per 100.....	3.50
Each additional 100.....	1.00

**Report of Pupils Failing to Comply with Compulsory Attendance Law, No. 1720.** This is a report blank to be used by teachers, county superintendents and school officers when reporting to the secretary of the school corporation violations of the law for compulsory education. Explanation of law printed on back. Size 7 x 8½.

Price per 100.....	1.00
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**Report Package, No. 1721.** This package contains the following reports: Three Post Cards No. 121, one Preliminary Classification Report No. 111, one Classification Reporting Blank No. 112, three Reports of Pupils Failing to Comply with the Compulsory Attendance Law No. 1720, six Teacher's Term Reports to Secretary and Superintendent No. C. S. 301, and eight return envelopes. These blanks and envelopes are enclosed in a No. 14 manila envelope for mailing. Instructions for the use of each report blank is printed on mailing envelope.

Price per package.....	.20
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PUBLIC SCHOOL REPORT CARDS

MONTHLY REPORTS

NAME \_\_\_\_\_ Class \_\_\_\_\_ Grade \_\_\_\_\_

TEACHER \_\_\_\_\_

Fall Term \_\_\_\_\_ From \_\_\_\_\_ 19 \_\_\_\_\_ to \_\_\_\_\_ 19 \_\_\_\_\_

Winter Term \_\_\_\_\_ From \_\_\_\_\_ 19 \_\_\_\_\_ to \_\_\_\_\_ 19 \_\_\_\_\_

Spring Term \_\_\_\_\_ From \_\_\_\_\_ 19 \_\_\_\_\_ to \_\_\_\_\_ 19 \_\_\_\_\_

REPORTS

	MONTHS												EXAMINATIONS	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Department _____														
Industry _____														
Times Tardy _____														
Days Attendance _____														
Half Days Absence _____														
Spelling _____														
Reading _____														
Writing _____														
Arithmetic _____														
Language or Grammar _____														
Geography _____														
History U. S. _____														
Physiology _____														
Civil Government _____														
Music _____														
Agriculture _____														
Manual Training _____														
Domestic Science _____														
General Average _____														

GRADE (Elementary, Good, Fair, Unsatisfactory, Poor, Below) Required An. H. S. Minimum, 10.5

No. 1195 F—Pages 2 and 3

Public School Report, No. 1195 F. Folder card printed on high grade white bristol. Flag in colors. These cards are folded and put up in mailing envelopes containing 20 cards and 20 envelopes each.

Price per 1,000, name of county and autograph signature..... 9.00  
5,000, name of county and autograph signature..... 35.00

TO THE TEACHER

This folder contains all the reports necessary showing the department, attendance and progress of the pupil. At the close of each month fill in the department, attendance, and the teacher's remarks regarding the pupil's progress. Send the folder to the county superintendent and see that it is returned promptly, bearing the proper signature.

Make all entries with pen and ink, carefully avoiding all erasures. The manner in which these reports are made will indicate the general character of your work.

The monthly grades should be the average of the pupil's class work, and only on serious examinations, take as high as A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, and on the basis of the following scale: A, 90 to 100; B, 80 to 89; C, 70 to 79; D, 60 to 69; E, 50 to 59; F, 40 to 49; G, 30 to 39; H, 20 to 29; I, 10 to 19; J, 0 to 9; K, 0 to 9; L, 0 to 9; M, 0 to 9; N, 0 to 9; O, 0 to 9; P, 0 to 9; Q, 0 to 9; R, 0 to 9; S, 0 to 9; T, 0 to 9; U, 0 to 9; V, 0 to 9; W, 0 to 9; X, 0 to 9; Y, 0 to 9; Z, 0 to 9.

TO THE PARENTS OR GUARDIAN

That the children for which our Public Schools were established may be instructed, the teacher and parent must cooperate with each other in entering the folder, regular attendance, excellent department and the proper effort of the pupil. The necessary results are hereby secured. If this folder is not returned to the county superintendent, the child will be considered as having dropped out of school.

These reports should be carefully considered, as they show a complete summary of the pupil's work. Should you at any time observe anything of an unsatisfactory character, with the teacher at once. To show that you are not only all steps of every 4 months, and the pupil's welfare will be promoted.

COUNTY SUPERINTENDENT OF SCHOOLS

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_


8 \_\_\_\_\_

9 \_\_\_\_\_

SIGNATURE OF PARENTS

Public School Report

APPANOOSE COUNTY IOWA



SALUTE

"I salute the teacher who first led me to the knowledge of what I should be, and the nation indelible with liberty and justice for all."

Pupil \_\_\_\_\_

Dist. No. \_\_\_\_\_, Township \_\_\_\_\_

Year beginning \_\_\_\_\_ 19 \_\_\_\_\_

Ending \_\_\_\_\_ 19 \_\_\_\_\_

Promoted to \_\_\_\_\_ Year \_\_\_\_\_

1. Be clean in person, dress, habits, thought and speech.  
2. Be cheerful, polite and respectful to all.  
3. Strive to build a good character, be content to work as well as play.  
4. Cultivate promptness, energy and industry.  
5. Keep this report book and clean. When you enter school next year please present it for inspection.

*Just Wilson*

County Superintendent of Schools

Metropolitan Graph Company, American Fork

No. 1195 F—Pages 4 and 1





Public School Report, No. 1195. Same as No. 1195 F excepting page 1, which is the same as page 1 of 1196. Cards printed on high grade blue bristol. Folded and put up in packages containing 20 cards and 20 envelopes each.

Price per 1,000, name of county and autograph signature..... 8.00  
5,000, name of county and autograph signature..... 30.00

Public School Report, No. 1196 F. Same as No. 1196 C. S. excepting page 1, which is the same as No. 1195 F. Cards printed on high grade white bristol, flag in colors. Folded and put up in packages same as No. 1195 F.

Price per 1,000, name of county and autograph signature..... 8.00  
5,000, name of county and autograph signature..... 35.00

REPORT OF PUPILS—(Place in Space 12 Pupils First to Whose Attention is Called)												
LETTER IN ALPHABETIC ORDER	1	2	3	4	5	6	7	8	9	10	11	12
Alphabetical Order												
Correctly Printed												
Handwritten well												
Initiation												
Capable of doing better												
Work above average												
Shows Improvement												
Indifference												
Very Commendable												
CONDUCT												
Initiated to conduct												
Enthusiasm												
Always active												
Capable of doing work												
Discontent												
Very Pleasant												
Very Alert												
Very Tidy												

No. 1197—Pages 2 and 3

Public School Report, No. 1197. Folder card printed on high grade blue bristol, size when folded 5½ x 4¼. These cards are folded and put up in packages containing 20 cards and 20 envelopes each.

Price per 1,000, name of county and autograph signature..... 8.00  
5,000, name of county and autograph signature..... 35.00

Signature of Parent	
I have Examined this Month's Report	
1st Mo.	.....
2nd Mo.	.....
3rd Mo.	.....
4th Mo.	.....
5th Mo.	.....
6th Mo.	.....
7th Mo.	.....
8th Mo.	.....
9th Mo.	.....
10th Mo.	.....
11th Mo.	.....
12th Mo.	.....

For parent name and address, write on back of report, giving full name, to be sent to the County Superintendent.

**Certificate of Promotion**  
This Certifies That

Has completed the work of the ..... grade and is hereby recommended for promotion to the ..... grade of the Public Schools of this County

Teacher: .....

19.....

Teacher

**Teacher's Report to Parents**

If this is your last report that every day is the last day of the year—Children

Washing County, Iowa

For school year ending..... 19.....

Teacher

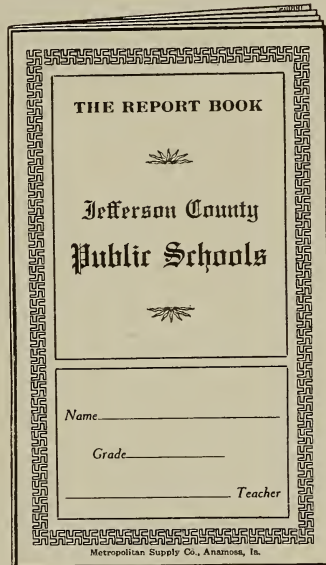
**At Your Wish to Success in Life**

Be Confident    Be Faithful    Be Industrious    Be Honest    Be Kind    Be True    Be Courteous

*Hollman, Stichter*

County Superintendent of Schools

No. 1197—Pages 4 and 1



**Report Booklet, No. 1722**

**Report Booklet, No. 1722.** This little report Booklet contains eight pages exclusive of cover, and is without question the most unique published. Size of booklet  $5\frac{3}{4} \times 3\frac{1}{2}$ . It contains the following:

Cover—as per illustration.

Page 1—Arranged for title page and includes Name of County, County Superintendent of Schools, and Members of County Board of Education, or Names of County Officials as you may desire.

Page 2—Cut of County Superintendent of Schools.

Page 3—County Superintendent's Announcement to Parents.

Page 4—Report of Pupil's Attendance and Standings.

Page 5—Arranged for remarks and signature of parents.

Page 6—The Teacher's Creed.

Page 7—Certificate of Promotion.

Page 8—Poem, Your Flag and My Flag.

These booklets are put up in packages containing 20 booklets and 20 envelopes ready for mailing to teachers.

Price per 1,000.....	12.00
5,000.....	50.00

### CHARACTER BUILDING SYSTEMS

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Every American whether in youth or old age has a desire to win something. To Win is the spirit of America, and is manifested in every American institution. The United States Treasury Department recognized this fact during the Third Liberty Loan when it offered an Honor Flag to every town in the country that sold its quota of Liberty Bonds during this campaign. You will remember that every town that won the Honor Flag had its name inscribed on the State Honor Roll under a State Honor Flag that was unfurled at the State Capitol. The result in each state was indicated on a National Honor Flag raised in the Treasury Department in Washington and is there now. Do you remember how the various states contested for first place on the National Honor Flag and how Oregon won over Iowa by only a few hours? Some contest, but the Third Liberty Loan went over the top in a hurry.

Every pupil in our public schools has this same desire to win, whether the award be for Perfect Attendance, Spelling, or any other contest. Our systems of Perfect Attendance, Spelling, Library, and Home Work not only afford this opportunity for contest, but while winning these awards the pupil forms the habit of punctuality and application to duty which are of vital importance during the formative period of the child.

Introduce these systems in your schools and learn their value as permanent character building forces.

Our certificates and diplomas are beautifully lithographed from engravings and are not to be compared with those printed from photographic reproductions on cheap zinc plates. We have our own engraving and lithographic departments, therefore our certificates and diplomas are works of art. They cost no more than the "muddy" photographic reproductions, because we are equipped to produce the genuine at a minimum cost. Order the best; children appreciate the beautiful.



## PERFECT ATTENDANCE SYSTEM

## Instructions to the Teacher for the Use of Certificates of Perfect Attendance.

enclose herewith a book of Certificates of Perfect Attendance to be used by you for the purpose of stimulating the attendance and punctuality of your pupils. They are to be issued to all pupils who have been neither absent nor tardy for one school month. Sign your name and fill in the name of the school or district number.

The following rules should be observed:

1. Keep correct time and a correct and impartial record of attendance for inspection of pupils, patrons or school officers.

2. When a pupil has attended school one month without loss of time from absence or tardiness, issue him one of these certificates.

3. When he has earned..... of these Certificates certify the fact to the Superintendent, who will issue him a large Certificate of Award.

4. When..... large Certificates of Award are earned you will notify the County Superintendent who will issue to the pupil receiving same a beautiful Lithographed Diploma of Honor direct from the office.

You are especially cautioned against making allowance for any failure on the part of pupils to comply with requirements. They must attend every day and be on time in order to receive this certificate. No allowance must be made for tardiness, even if it is only for a minute. The rules are absolute.

I anticipate that the use of these certificates will greatly increase the attendance and stir up interest and enthusiasm among the pupils, which will in the end materially increase the value of your work.

If we can get the children into the schools every day, then it is our fault if they do not do as well in their work as their talents will warrant.


When you leave the district you will place the remaining certificates in your register and leave them with the proper officer of the Board. Under no circumstances should they be mislaid or lost.

Please take hold of the matter with interest, and you will find ready response from your pupils.

COUNTY SUPERINTENDENT.

## Instructions to Teacher.

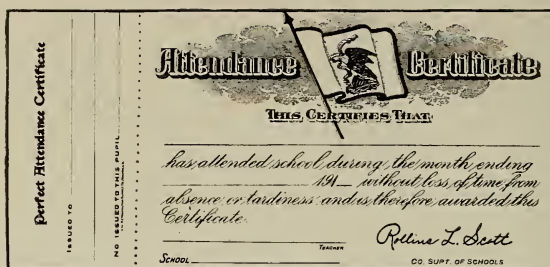
**Instructions to Teacher.** These instructions are placed in the front part of each book of Perfect Attendance regardless of the style of certificate used. If certificates read for twenty consecutive days instructions will read twenty consecutive days; if certificates read month ending, instructions will read month ending. These instructions may be changed to read as desired without additional charge, in orders for 5,000 or more. Be sure to send copy with your order, should you desire these instructions printed special.

Perfect Attendance Certificate	NO REMARKS TO BE MADE IN THIS COLUMN		<b>Attendance Certificate</b> <i>This Certificate Test</i>
ISSUED TO:			
<i>has attended school during twenty consecutive school days ending 19... without loss of time from absence or tardiness and is therefore awarded this Certificate.</i>		<i>E. A. Ellis</i> <small>TO BEAT OF SCHOOLS</small>	
SCHOOL		TEACHER	

Attendance Certificate, No. 1654.

**Attendance Certificate, No. 1654.** The most beautiful Attendance Certificate ever published. Lithographed on pearl white stock, flag in colors, and bound in books containing 50 certificates each. Each book is enclosed in an envelope for mailing. Size of certificate, not including stub, 3 1/2 x 5 1/2.

Price per 1,000, stock form.....	4.50
Price per 1,000, localized as shown in cut.....	6.00
Price per 5,000, localized as shown in cut.....	25.00



Attendance Certificate, No. 1648.

Attendance Certificate, No. 1648. Special for Illinois. This certificate is the same as No. 1654, excepting State flag which is lithographed in colors. Certificates are written for Month Ending. 50 per book, enclosed in envelopes for mailing.

Price per 1,000, stock form .....	4.50
Price per 1,000, localized as shown in cut.....	6.00
Price per 5,000, localized .....	25.00

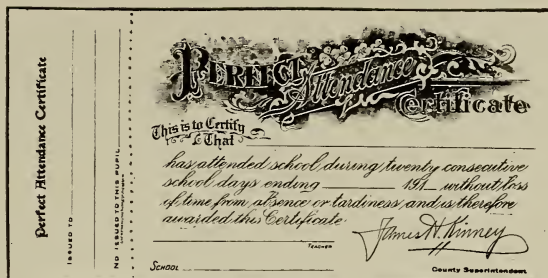


Attendance Certificate, No. 1.

Attendance Certificate, No. 1. Certificate written for Month Ending. Lithographed on either pink or blue stock. Size not including stub,  $3\frac{1}{2} \times 5\frac{1}{2}$ . 50 per book, enclosed in envelope for mailing.

Price per 1,000, stock form .....	3.50
Price per 1,000, localized as shown in cut.....	5.00
Price per 5,000, localized .....	20.00

Attendance Certificate, No. 2. This certificate is written for twenty consecutive days, otherwise the same as No. 1. Either pink or blue stock. Price same as No. 1.



Attendance Certificate, No. 4.

Attendance Certificate, No. 4. Certificate written for twenty consecutive days as shown in cut. Lithographed on either pink or blue stock. Size not including stub,  $3\frac{1}{2} \times 5\frac{1}{2}$ . 50 per book, books enclosed in envelope for mailing.

Price per 1,000, stock form ..... 3.50

Price per 1,000, localized as shown in cut ..... 5.00

Price per 5,000, localized ..... 20.00

Attendance Certificate, No. 3. Same as No. 4, but written for Month Ending, same as Certificate No. 1. Lithographed on either pink or blue stock as desired. 50 per book, books enclosed in envelopes ready for mailing.

Prices same as No. 4.

Certificate of Award, No. 5. Size  $3\frac{3}{4} \times 5\frac{1}{2}$ .

Certificate of Award, No. 5. Written for Month Ending and lithographed on blue stock only. Instructions to Teacher and three record sheets in front part of each book for recording names and dates of pupils receiving certificates. Fifty certificates per book, enclosed in envelopes for mailing. Size  $3\frac{3}{4} \times 5\frac{1}{2}$ .

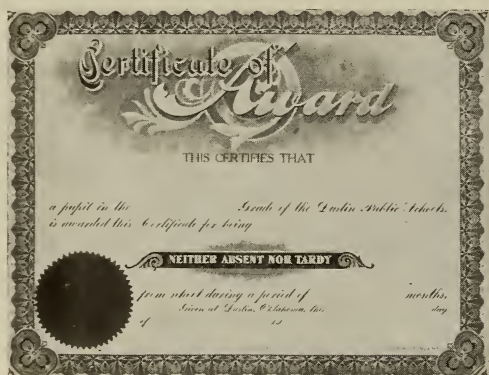
Price per 1,000, stock form ..... 3.50

Price per 5,000, stock form ..... 15.00



## CERTIFICATES OF AWARD

Issued for having received a specific number of Monthly Certificates of Attendance. These certificates are usually printed special, therefore may be arranged to read as desired. Be sure to send copy with order. If autograph signature is desired, send your signature written in black ink on unruled white paper just as you wish it to appear on the certificate. No additional charge for autograph signature on orders for 500 or more certificates. On orders for less than 500 an initial charge of \$1.25, after which no extra charge will be made. No extra charge for embossed gold seals, but where embossed gold seals and ribbons are desired, an additional charge of \$3.00 per one hundred will be made.



Certificate of Award, No. 10. Size  $9\frac{1}{2} \times 12$ .

## Certificate of Award, No. 10.

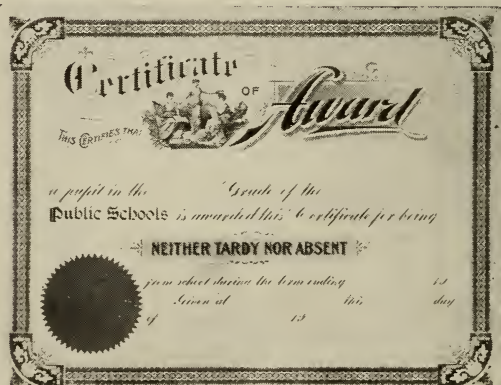
Lithographed head and border, body printed in script or copper-plate type according to your copy. Will be furnished in white, pink, blue or green tints as desired.

Price per 100, stock form... 4.00  
 Price per 100, localized..... 5.00  
 Price per 500, localized..... 20.00  
 Price per 1,000, localized.. 35.00

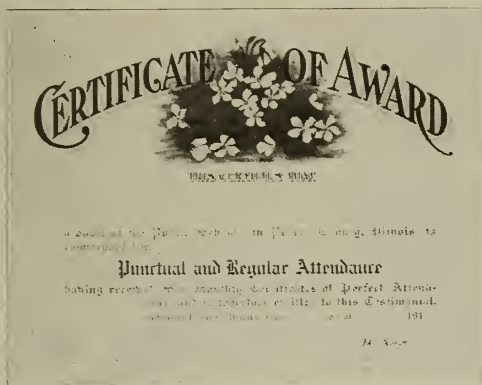
## Certificate of Award, No. 8.

Lithographed head and border, body printed in script or copper-plate type according to copy. Will be furnished in white, pink, blue or green tints as desired.

Price per 100, stock form ..... 4.00  
 Price per 100, localized 5.00  
 Price per 500, localized 20.00  
 Price per 1,000, localized 35.00



Certificate of Award, No. 8. Size  $9\frac{1}{2} \times 12$ .



Certificate of Award, No. 1620.  
Size 9½ x 12.

#### Certificate of Award, No. 1624.

The Moccasin Flower in natural colors. This certificate is a beautiful work of art in five color plate work that cannot be illustrated here. Pearl white stock, no tints.

Price per 100, stock form..... 6.00  
Price per 100, localized..... 7.00  
Price per 500, localized..... 30.00  
Price per 1,000, localized..... 45.00



Certificate of Award, No. 1624.  
Size 9½ x 12.



Certificate of Award, No. 1625. Size 9½ x 12.

#### Certificate of Award, No. 1620.

Violet design lithographed in natural colors. Pearl white stock, or primrose tint body as desired.

Price per 100, stock form..... 6.00  
Price per 100, localized..... 7.00  
Price per 500, localized..... 30.00  
Price per 1,000, localized..... 45.00

#### Certificate of Award, No. 1625.

Agricultural design in five color plate work. Heading is a farm scene. Lower right hand corner is a basket emptied of garden products—sweet corn, potatoes, cabbage, beets, etc., with the time-honored watermelon. Wheat at left. A unique certificate.

Price per 100, stock form..... 6.00  
Price per 100, localized..... 7.00  
Price per 500, localized..... 30.00  
Price per 1,000, localized..... 45.00





Award of Honor, No. 13.  
Size 9½ x 12.

#### Certificate of Honor, No. 19 X.

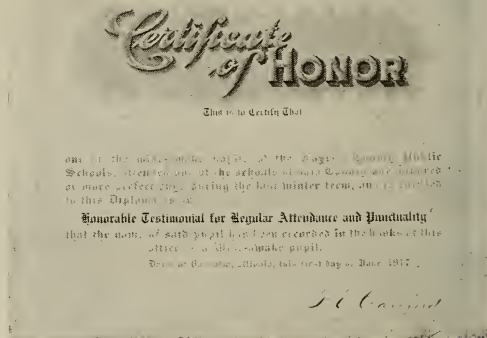
Lithographed on pearl white white stock, golden tint body.

Price per 100, stock form.....	4.00
Price per 100, localized.....	5.00
Price per 500, localized.....	20.00
Price per 1,000, localized.....	35.00

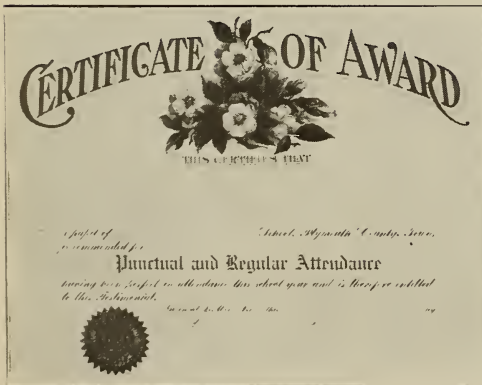
#### Award of Honor, No. 13.

Wild rose border in natural colors, Nile green tint only. Beautifully lithographed. The word "Roseland" and body of certificate may be changed as desired.

Price per 100, stock form.....	6.00
Price per 100, localized.....	7.00
Price per 500, localized.....	30.00
Price per 1,000, localized.....	45.00



Certificate of Honor, No. 19 X.  
Size 9½ x 12.



Certificate of Award, No. 1619. Size 9½ x 12.

#### Certificate of Award, No. 1619.

Wild Rose design lithographed in natural colors. Pearl white stock, or Primrose tint body as desired.

Price per 100, stock form.....	6.00
Price per 100, localized.....	7.00
Price per 500, localized.....	30.00
Price per 1,000, localized.....	45.00



Certificate of Award, No. 9.

Lithographed head and border.  
Vignette may be changed to state  
seal without additional charge.  
Will be furnished in white, pink or  
green tint if desired.

Price per 100, stock form..... 4.00  
Price per 100, localized..... 5.00  
Price per 500, localized..... 20.00  
Price per 1,000, localized..... 35.00



Certificate of Award, No. 9.  
Size 9½ x 12.



Certificate of Award, No. 9½.  
Size 9½ x 12.

Certificate of Award, No. 9½.

Same as No. 9 excepting corn  
design at left. Furnished on white  
stock only.

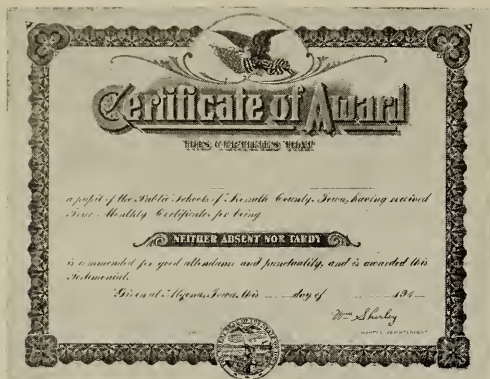
Prices same as No. 9.

Certificate of Award, No. 12½.

Wild rose design lithographed in  
natural colors. A beautiful work  
of art, with Primrose background.  
Price per 100, stock form..... 6.00  
Price per 100, localized..... 7.00  
Price per 500, localized..... 30.00  
Price per 1,000, localized..... 45.00



Certificate of Award, No. 12½. Size 9½ x 12.



Certificate of Award, No. 7 F.  
Size 9½ x 12.

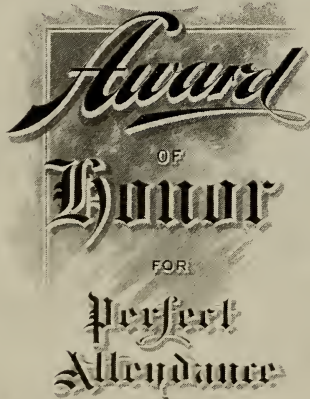
Certificate of Award, No. 1650.

Head and border lithographed on  
pearl white stock.

Price per 100, stock form.....	4.00
Price per 100, localized.....	5.00
Price per 500, localized.....	20.00
Price per 1,000, localized.....	35.00



Certificate of Award, No. 1650. Size 9½ x 12.



Award of Honor, No. 1629.  
Size when folded 8 x 5.

Award of Honor Booklet, No. 1629.

Cover, Blue Repousse Onyx Bristol, lithographed. Inside page of cover contains a picture of Lincoln and his log cabin birthplace. On inside of back cover is printed the Battle Hymn of the Republic, with music.

Filler consists of four pages as follows:

Page 1—Certificate of Attendance.

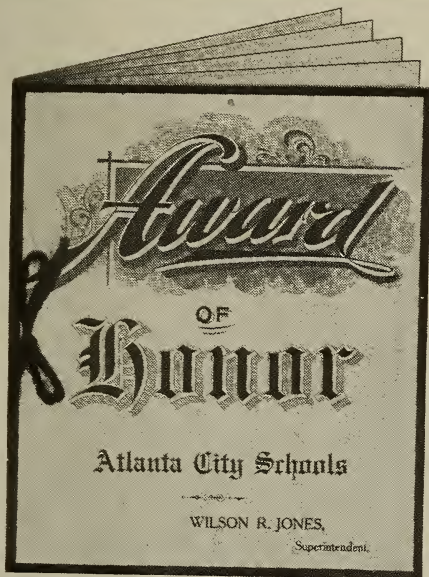
Page 2—Cut of U. S. Flag in colors, and poem "Your Flag and My Flag."

Page 3—The American Creed, and America.

Page 4—Space in which to write names of "My Teachers" and "My Schoolmates."

Price per 100, stock form.....	8.00
Price per 100, localized.....	10.00
Price per 500, localized.....	40.00





Award of Honor Booklet, No. 17.

**Award of Honor Booklet, No. 16.**

Cover Plate Onyx Bristol, lithographed. Filler consists of sixteen pages, consisting of cut of County Superintendent, Certificate of Attendance, Teachers, Classmates, Poems and Quotations. A beautiful souvenir booklet, tied with rope silk and enclosed in envelope for mailing.

Price per 100, stock form.....	10.00
Price per 100, localized.....	12.50
Price per 500, localized.....	50.00

**Certificate of Award Booklet, No. 18.**

This booklet is the same as No. 17, excepting cover which is herewith illustrated.

Price per 100, stock form.....	7.50
Price per 100, localized.....	10.00
Price per 500, localized.....	40.00

**Certificate of Award Booklet, No. 18 A**

Cover same as No. 18. Filler same as No. 16. All books tied with rope silk and enclosed in envelopes for mailing.

Price per 100, stock form.....	10.00
Price per 100, localized.....	12.50
Price per 500, localized.....	50.00

**Award of Honor Booklet, No. 17.**

Cover, ivory white bristol, lithographed. On inside of front cover may be run cut of County Superintendent, or Court House. Filler consists of four pages as follows:

Page 1—Certificate of Attendance.

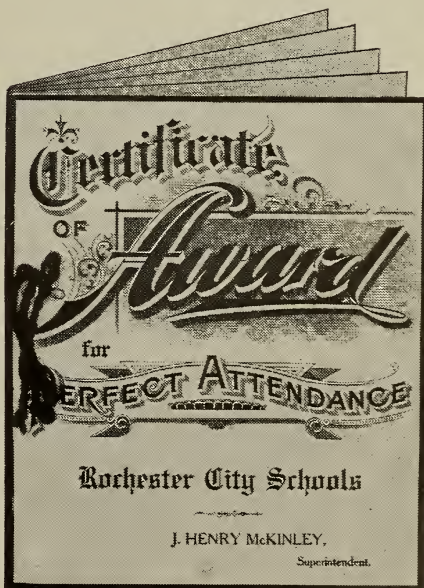
Page 2—Space for inserting names of teachers and classmates. Poem.

Page 3—The Teacher's Creed.

Page 4—Sayings and Proverbs.

Books tied with rope silk, and inserted in envelopes for mailing.

Price per 100, stock form.....	7.50
Price per 100, localized.....	10.00
Price per 500, localized.....	40.00

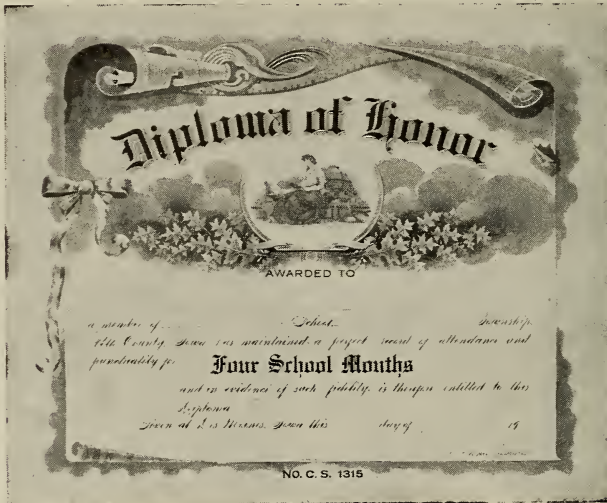


Certificate of Award Booklet, No. 18.



## DIPLOMAS OF HONOR

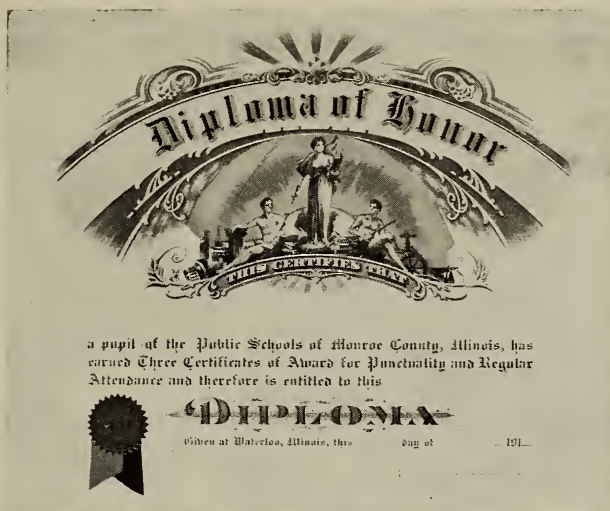
Issued to pupils having received a specific number of the  $9\frac{1}{2} \times 12$  size Certificates of Award. These diplomas are usually printed special, therefore body may be arranged as desired. The lithographed head cannot be changed unless specified in descriptions herein given. Be sure to send copy with your order. No extra charge for embossed gold seals, but where gold seals and ribbons are desired, an additional charge of \$3.00 will be made.



Diploma of Honor, C. S. 1315. Size 14 x 17.

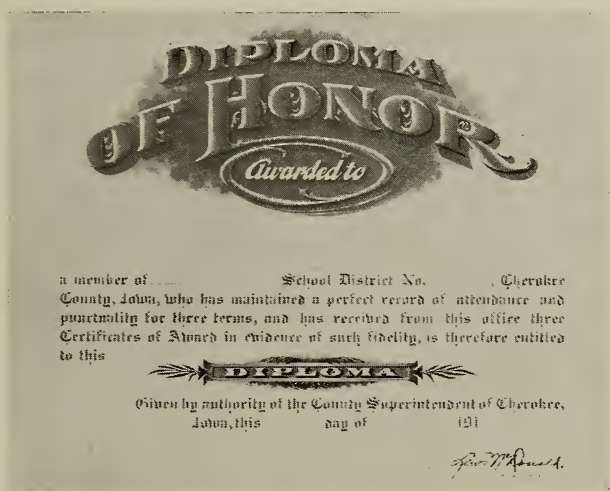
Diploma of Honor, C. S. 1315. Vignette may be changed to cut of Court House, or State Capitol Building if desired. Actual cost of cut will be made on initial order, after which no additional charge will be made.

Price per 100, stock form, ledger stock.....	12.00
Price per 100, localized, ledger stock.....	14.00
Price per 100, localized, artificial parchment.....	15.00



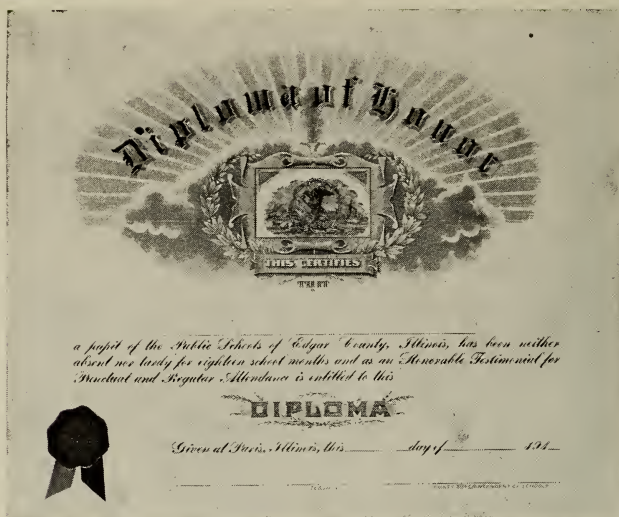
Diploma of Honor, No. 1626. Size 14 x 17.

Diploma of Honor, No. 1626. Beautifully lithographed head in colors. Background in vignette golden rays of the sun.  
 Price per 100, stock form, ledger stock..... 14.00  
 Price per 100, localized, ledger stock, \$16.00; artificial parchment..... 17.00



Diploma of Honor, No. 18 X. Size 14 x 17.

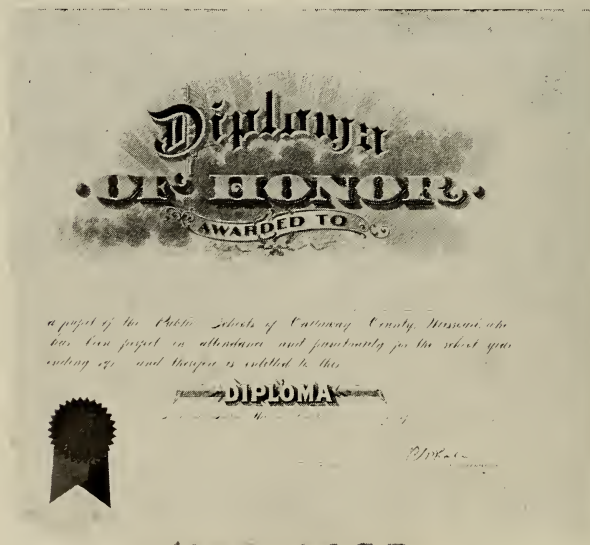
Diploma of Honor, No. 18 X. Lithographed head, golden tinted background.  
 Price per 100, stock form, ledger stock..... 14.00  
 Price per 100, localized, ledger stock, \$16.00; artificial parchment..... 17.00



Diploma of Honor, No. 25. Size 14 x 17.

Diploma of Honor, No. 25. Lithographed head, ledger stock only.

Price per 100, stock form.....	12.00
Price per 100, localized.....	14.00

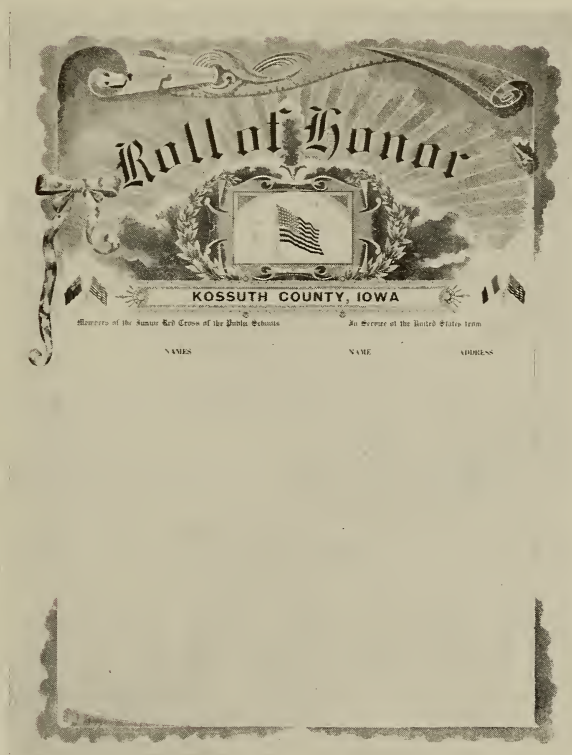


Diploma of Honor, No. 25½. Size 10½ x 13.

Diploma of Honor, No. 25½. Lithographed design. Body may be changed as desired. Frequently arranged for an Eighth Grade Diploma.

Price per 100, localized, ledger stock.....	12.00
Price per 100, localized, art parchment.....	14.00
Price per 100, localized, Plate Onyx Bristol.....	17.00





Roll of Honor, Size 22 x 17.

**Roll of Honor.** Lithographed head and border, flags in colors. Flags may be omitted, and body printed as desired. Used in thousands of schools for Perfect Attendance and Perfect Lessons. Heavy ledger stock.

Price per 100, with flags, localized.....	30.00
Price per 100, without flags, localized.....	20.00

## TEACHER'S DAILY PROGRAM

DAILY PROGRAM		School _____		Peoria County	
Teacher _____		Dist. No. _____		J. A. HAYES	
Subject _____		Date _____		County Superintendent of Schools	
Hour	Minutes	First Period	Second Period	Third Period	Fourth Period
9.00	5			READING - ALL DIVISIONS	
9.05	10	READING *	READING	ARITHMETIC	ARITHMETIC
9.15	10	SEAT WORK	READING *	ARITHMETIC	ARITHMETIC
9.25	15	SEAT WORK	SEAT WORK	ARITHMETIC *	ARITHMETIC
9.40	20	SEAT WORK	SEAT WORK	ARITHMETIC	ARITHMETIC
10.00	15	SEAT WORK	SEAT WORK	ARITHMETIC	ARITHMETIC
10.15	15	SEAT WORK	SEAT WORK	ARITHMETIC	ARITHMETIC
10.30	15	SEAT WORK	SEAT WORK	ARITHMETIC	ARITHMETIC
10.45	10	RECESS	RECESS	RECESS	RECESS
10.55	10	RECESS	RECESS	RECESS	RECESS
11.05	15	RECESS	RECESS	RECESS	RECESS
11.15	15	RECESS	RECESS	RECESS	RECESS
11.25	15	RECESS	RECESS	RECESS	RECESS
11.35	15	RECESS	RECESS	RECESS	RECESS
11.45	15	RECESS	RECESS	RECESS	RECESS
12.00	60	NOON INTERMISSION	NOON INTERMISSION	NOON INTERMISSION	NOON INTERMISSION
1.00	10	READING *	READING	ARITHMETIC	ARITHMETIC
1.10	10	SEAT WORK	READING *	ARITHMETIC	ARITHMETIC
1.20	15	SEAT WORK	SEAT WORK	ARITHMETIC *	ARITHMETIC
1.35	10	SEAT WORK	SEAT WORK	ARITHMETIC	ARITHMETIC
1.45	20	SEAT WORK	SEAT WORK	ARITHMETIC	ARITHMETIC
2.05	15	SEAT WORK	SEAT WORK	ARITHMETIC	ARITHMETIC
2.20	10	SEAT WORK	SEAT WORK	ARITHMETIC	ARITHMETIC
2.30	15	RECESS	RECESS	RECESS	RECESS
2.45	10	RECESS	RECESS	RECESS	RECESS
2.55	10	RECESS	RECESS	RECESS	RECESS
3.05	10	RECESS	RECESS	RECESS	RECESS
3.15	10	RECESS	RECESS	RECESS	RECESS
3.25	10	RECESS	RECESS	RECESS	RECESS
3.35	10	RECESS	RECESS	RECESS	RECESS
3.45	15	RECESS	RECESS	RECESS	RECESS

Teacher's Daily Program. Size 28 x 22.

Teacher's Daily Program. Printed on cream colored tough check bristol; spaces for subjects are left blank to be filled in by teacher. A very generous supply of all subjects and figures printed in both red and black ink on white gummed paper, is included with each program so the teacher may arrange her program as desired. Subjects printed in red ink are for recitations only. The above illustration shows the program ready for display in the school room. Subjects extending across the ruled lines show that the two grades are correlated. Each program, with subjects and figures, enclosed in an envelope for mailing.

Price per 100, stock form..... 15.00

Price per 100, localized..... 18.00

## PERFECT SPELLING SYSTEM

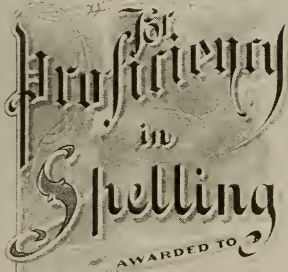
A system to encourage the study of one of the most important but most neglected subjects in our Public Schools.



Perfect Spelling Certificate, No. 5.

Perfect Spelling Certificate, No. 5. Head and border lithographed on blue stock only, body may be printed special as illustrated if desired. Put up in books of 50 certificates each, and enclosed in envelopes for mailing.

Price per 1,000, stock form.....	3.50
Price per 1,000, printed special.....	5.00
Price per 5,000, printed special.....	20.00



SCHOOL.....

Pope County Public Schools

ROBERT R. RANDOLPH  
County Superintendent of SchoolsSecond Size Certificate of Spelling  
and Diplomas.

Any of the Perfect Attendance Certificates illustrated on pages 48, 49, 50, 51, 52, 53, 54, 55 and 56 may be arranged for Spelling Awards, but are not carried in stock form for this purpose.

Certificate for Proficiency in Spelling,  
No. 1653.

Cover lithographed on Plate Onyx Bristol. Inside pages of cover, and filler, same as No. 1629, excepting page one of filler is a Certificate for Spelling. A beautiful patriotic booklet.

Price per 100, stock form.....	8.00
Price per 100, localized.....	10.00
Price per 500, localized.....	40.00

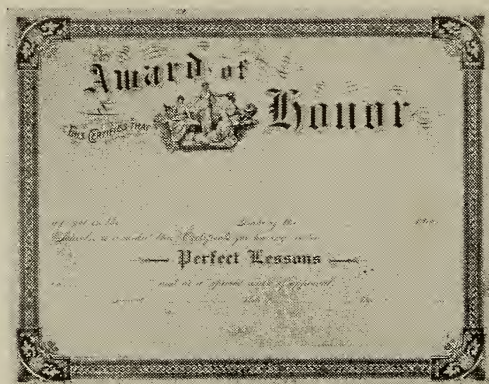
Proficiency in Spelling Certificate, No. 1653



## PERFECT LESSONS

Certificates to encourage special efforts in any subject.

Perfect Lesson Certificate, No. 1633. This certificate is similar to our Perfect Spelling Certificate No. 5, excepting lithographed head reads Perfect Lessons, and body so worded that the subject may be written in by the teacher. Stock, general arrangement, binding and price same as No. 5.



Award of Honor, No. 15. Size 9½ x 12.

Award of Honor, No. 15. Head and border lithographed on pearl white stock. Body may be worded as desired.

Price per 100, stock form.....	4.00
Price per 100, localized.....	5.00
Price per 500 localized.....	20.00
Price per 1,000 localized.....	35.00

Any of the Perfect Attendance Certificates and Diplomas illustrated on pages 50, 51, 52, 53, 54, 55 and 56, excepting No. 1629, may be arranged for Perfect Lessons, but are not carried in stock for this purpose. Prices same as quoted for localized designs.



"I believe there is much I can do in my country home. Through studying the best way to do my everyday work I can find joy in common tasks done well. Through loving comradeship I can help bring into my home the happiness and peace that are always so near us in God's out-of-door world. Through such a home I can help make real to all who pass that way their highest ideal of country life."

—From "The Country Girl's Creed."

"There is no school unless father, mother,  
teacher and pupil keep school together."



COMMUNITY CENTER MEETING IN A RURAL SCHOOL



### LIBRARY SYSTEM

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This system is to encourage the reading of good books. In many states, laws have been enacted requiring Boards of Directors to appropriate a certain amount of money per pupil, to be expended annually for library books. As a result, nearly all of our rural schools have well selected libraries. In many schools these libraries are ornaments only, and school officers refuse to purchase additional books because those already in the library are not used.

During the past few years we have received many letters from County Superintendents and teachers requesting suggestions pertaining to the use of school libraries. Some two years ago a teacher propounded this question: How may I remove the dust from the books in my school library without using a duster?

We did not care to discuss this question from a psychological standpoint, but merely advised her to try our Library System, and suggested that she select books bearing upon subjects the pupils were studying, and permit them to take books home for a limited period. We suggested that she not confine her recitation references too closely to the text in use, as the power of suggestion frequently removes dust from our oldest volumes. A short time ago we received another letter from this teacher propounding quite a different question. She was still teaching the same school, and still worried. Not only her pupils were reading the books in her school library, but their parents were reading them, and frequently insisted upon keeping them two whole weeks and she did not have books sufficient to grant their request. What could she do to secure the prompt return of these books without offending the parents? She knew they desired the books, as they often came to look over the library and remained to visit the school; they seemed to be so interested. We congratulated her, and suggested she hold a basket sociable or some entertainment to secure funds with which to purchase more books, that her patrons were interested and would enjoy the evening together.

We await results. We do not know this teacher personally but believe some morning she will awake to find her school a Community Center. She has removed the dust from her school library without using a duster. This is not fiction, but cold facts.

Our Library System encourages the reading of good books; it takes these books into the homes and creates an influence for good that time cannot destroy.

## LIBRARY SYSTEM

A system to encourage the reading of good books.

STATE LIBRARY CERTIFICATE No. 1  
 Copyright, Metropolitan Supply Co., 1904

### TO THE TEACHER

You will find herewith enclosed State Library Certificates of Award which are to be used in your school for the purpose of arousing an interest in the reading of good books—especially those purchased by the district and school officers.

Please announce to your school that you will issue one of these certificates to each pupil who has satisfactorily read one library book, mutually agreed upon by teacher and pupil. The book agreed upon must be read at home, and the number of books thus selected is hereby limited to FIVE during the year.

It is suggested that books bearing on the proper habit of thought and life—books whose purpose is a healthy character-growth, development—be given the preference.

Pupils above the fourth grade should be required to write a review of each book read, as a test to determine how well the reading is done.

When a pupil has received FIVE of these certificates, the County Superintendent will issue to that pupil a much larger State Library Certificate; when a pupil has received THREE of the larger certificates, the County Superintendent will issue a State Library Diploma.

It is expected that the use of these certificates will cultivate in pupils a desire to read good books, and utilize intelligently the money expended annually by patrons and school officers for library books in your school.

If you will kindly take hold of this work with the interest it merits, you will not only benefit your pupils, but will have the commendation and active co-operation of parents and school officers.

Yours respectfully,

## Instructions to Teacher.

**Instructions to Teacher.** The above instructions are placed in the front part of each book of No. 50 Library Certificates. These instructions may be changed to read as desired, without extra charge, in orders for 5,000 or more certificates. Be sure to send copy with order, should you desire instructions printed special.

Library  
 Title of Book  
 Date Read  
 Date

## STATE LIBRARY CERTIFICATE

*is awarded this Certificate for having read Book*  
*No. \_\_\_\_\_ Title \_\_\_\_\_*  
*and submitted a satisfactory review of the same.*  
*Submitted the \_\_\_\_\_ Township \_\_\_\_\_*  
*Countdown County, Ill. \_\_\_\_\_ 19\_\_*  
*J. W. Enshle.*  
 COUNTY SUPERINTENDENT  
Pupils earning FIVE Certificates will receive the larger and from Certificate from County Superintendent

Library Certificate, No. 50. Size including stub, 3½ x 5½.

**Library Certificate, No. 50.** Lithographed on white stock and put up in books containing 50 certificates each. Each book enclosed in an envelope for mailing.

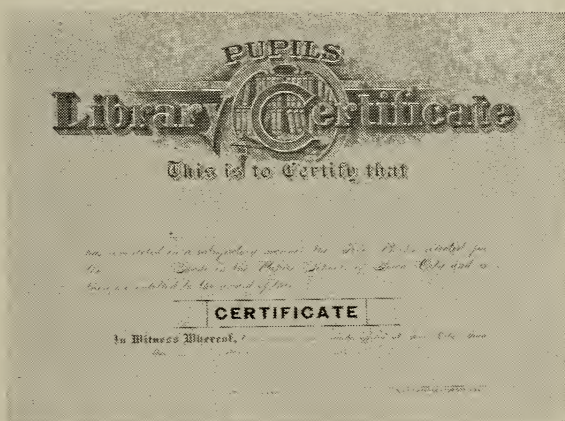
Price per 1,000, stock form .....	3.50
Price per 1,000, localized .....	5.00
Price per 5,000, localized .....	20.00



Library Certificate, No. 51. Size  $9\frac{1}{2} \times 12$ .

Library Certificate, No. 51. Lithographed on pearl white ledger. Localization in heading, and body may be changed as desired.

Price per 100, stock form.....	3.50
Price per 100, localized.....	5.00
Price per 500, localized.....	20.00

Library Certificate, No. 52. Size  $9\frac{1}{2} \times 12$ .

Library Certificate, No. 52. Lithographed on either white or blue ledger stock. Body may be arranged as desired. Send copy with order.

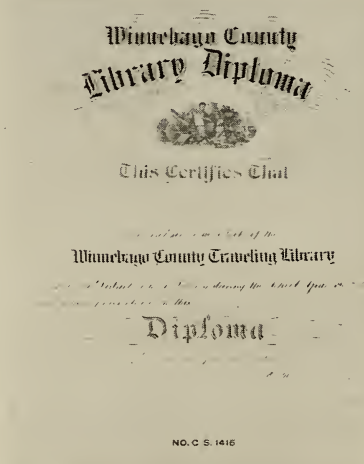
Price per 100, stock form.....	3.50
Price per 100, localized.....	5.00
Price per 500, localized.....	20.00





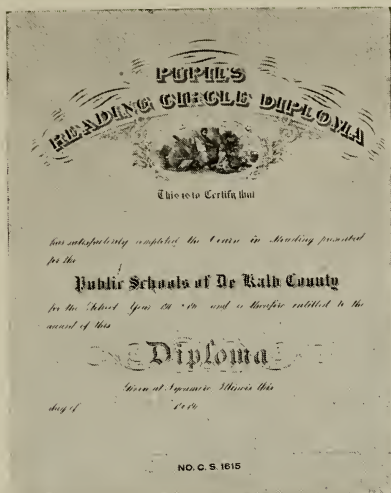
State Library Diploma, No. 55.

State Library Diploma, No. 55. Lithographed head, body as desired, Size 17 x 14.	
Price per 50, stock form, ledger stock.....	8.00
Price per 100, localized, ledger stock.....	12.00
Price per 100, localized, art parchment.....	14.00



Library Diploma, C. S. 1415.

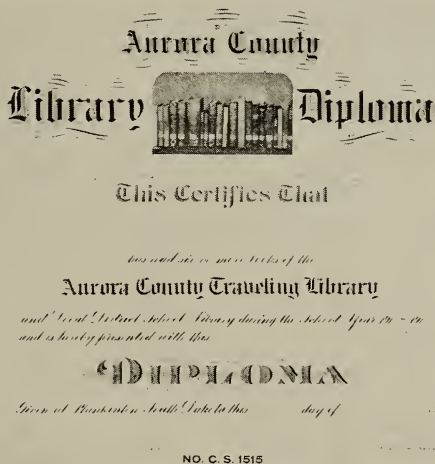
Library Diploma, No. C. S. 1415. Full lithograph. Entire diploma may be arranged as desired. Size 17 x 14.	
Price per 100, ledger stock.....	20.00
Price per 100, art parchment.....	25.00



Reading Circle Diploma, C. S. 1615.

Reading Circle Diploma, No. C. S. 1615. Full lithograph. Entire diploma may be arranged as desired. Size 17 x 14.

Price per 100, ledger stock..... 20.00  
Price per 100, art parchment..... 25.00



Library Diploma, No. C. S. 1515.

Library Diploma, No. C. S. 1515. Full lithograph. Entire diploma may be changed to read as desired. Size 14 x 17.

Price per 100, ledger stock..... 20.00 Price per 100, art parchment..... 25.00

## MODERN SUPERVISION



BOYS' AND GIRLS' HOME CANNING CLUB—TEACHER AND  
COUNTY SUPERINTENDENT OF SCHOOLS CONDUCTING  
A SATURDAY AFTERNOON CANNING SCHOOL.



### THE HOME, THE SCHOOL—A UNITY

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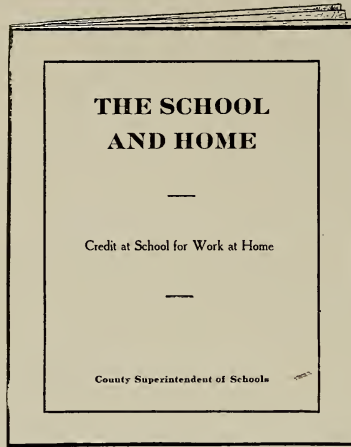
One modern trend of education is the training of the Head, the Heart, the Hand. The old idea of education was the intellectual, or head training only. Very recently, the industrial side of education has made such marvelous strides that we feel called upon to meet its demands.

To meet this demand requires even greater co-operation of parents and teachers. The work at home, whether it be feeding the chickens or washing dishes, milking the cows, or whatever requires labor, is a part of industrial training. This plan of credits, therefore, is to more closely unite the home and the school in these important phases of education.

At this age, the child is forming habits that go with him through life—habits of industry, of neatness, of health, of punctuality, of honesty, and morality which will be worth to him, in future years, far more than can be measured in dollars and cents.

The condition and equipment of our rural schools are inadequate to alone meet the demands of industrial education. This is another reason for calling upon the home for assistance.

Country life is, after all, the ideal life. Training our young to love country life and labor is in harmony with the safest, purest and most ideal industrial education.



Home Work Booklet, No. 1.

Home Work Booklet, No. 1. This little booklet explains the Home Work System, work and credits, with rules and regulations governing same. Eight pages,  $5\frac{1}{4} \times 4\frac{1}{2}$ .

Price per 100, stock form..... 2.25

Price per 100, with name of County and County Superintendent printed on cover ..... 4.00

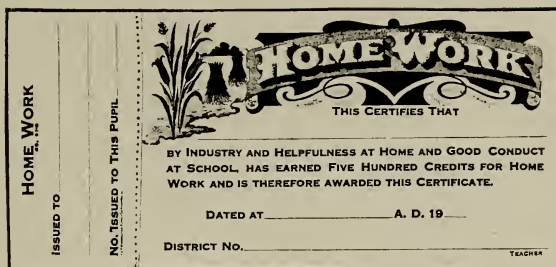


Home Work Certificate, No. 5.

Home Work Certificate, No. 5. Lithographed on blue stock. Bound in books containing 50 certificates each. All books enclosed in envelopes for mailing. Size not including stub,  $3\frac{1}{2} \times 5\frac{1}{2}$ .

Price per 1,000, stock form..... 3.50

Price per 5,000, stock form..... 15.00



**HOME WORK**  
THIS CERTIFIES THAT

BY INDUSTRY AND HELPFULNESS AT HOME AND GOOD CONDUCT AT SCHOOL, HAS EARNED FIVE HUNDRED CREDITS FOR HOME WORK AND IS THEREFORE AWARDED THIS CERTIFICATE.

DATED AT \_\_\_\_\_ A. D. 19 \_\_\_\_\_

DISTRICT No. \_\_\_\_\_

TEACHER \_\_\_\_\_

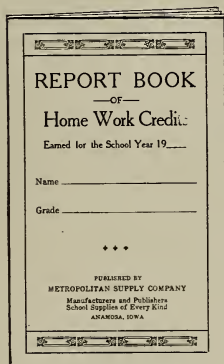
NO. ISSUED TO THIS PUPIL \_\_\_\_\_

ISSUED TO \_\_\_\_\_

Home Work Certificate, No. 5½.

Home Work Certificate, No. 5½. Lithographed on light blue stock. Bound in books containing 50 certificates each. Each book enclosed in an envelope for mailing.

Price per 1,000, stock form..... 4.00  
 Price per 1,000, localized..... 5.00  
 Price per 5,000, localized..... 20.00



**REPORT BOOK**  
OF  
**Home Work Credits**  
Earned for the School Year 19\_\_\_\_

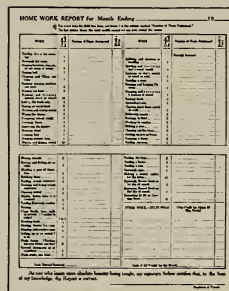
Name \_\_\_\_\_

Grade \_\_\_\_\_

\*\*\*

PUBLISHED BY  
METROPOLITAN SUPPLY COMPANY  
Manufacturers and Publishers  
School Supplies of Every Kind  
ANAMOSA, IOWA

No. 9 H-W.



**HOME WORK REPORT for Month Ending \_\_\_\_\_**

Report of \_\_\_\_\_

Month	1	2	3	4	5	6	7	8	9	10	11	12	Total
January													
February													
March													
April													
May													
June													
July													
August													
September													
October													
November													
December													
Total													

Report of \_\_\_\_\_

Credit Page of Booklet No. 9 H-W.

**Report Booklet of Home Work Credits, No. 9 H-W.** This little booklet contains Suggestions to Parent and Teacher, Rules Governing Home Work, and nine folio pages for Monthly reports of Credits earned. It is a very neat and handy booklet and will be prized highly by the pupil as it will show collectively his industrial activities during the school year.

Price per 100..... 3.00  
 Price per 500..... 12.50  
 Price per 1,000..... 20.00

**Report of Home Work Credits, No. 2.** Weekly report to teacher of Home Work. Size of sheet 9½ x 4, 100 reports per tab.

Price per 1,000..... 2.50  
 Price per 5,000..... 11.25  
 Price per 10,000..... 20.00



**Report of Home Work Credits, No. 2½.** Arranged for four weekly reports on one sheet. Size 9½ x 5, 100 sheets per tab.

Price per 1,000.....	3.00
Price per 5,000.....	12.50
Price per 10,000.....	22.50

**Teacher's Report to County Superintendent of Home Work Credits, No. 3.** Teacher's report of pupils having earned five hundred credits entitling them to Certificates of Award. Post card size and style. Space sufficient for reporting twenty pupils.

Price per 100, stock form.....	1.00
Price per 100, localized.....	2.50
Price per 500, localized.....	7.50

**Teacher's Record of Home Work Credits, No. 6.** A neatly tabulated card, 8½ x 11, containing sufficient space for keeping the record of ten pupils for a period of three years each. Card may be kept in teacher's register.

Price per 100.....	5.00
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### CERTIFICATES OF AWARD FOR HOME WORK

Usually issued for Five Hundred Credits. However, body may be arranged to read as desired.



Certificate of Home Work, No. 4. Size 9½ x 12.

**Certificate of Home Work, No. 4.** Head and border lithographed on pearl white ledger. Vignette and body may be changed as desired. No extra charge for changing vignettes to any two in following illustration. Be sure to send copy with order and to designate vignettes by number.

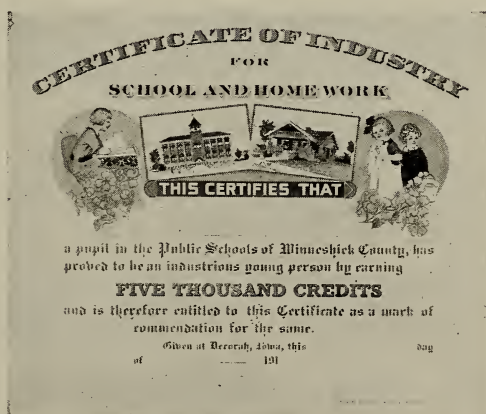
Price per 100, stock form.....	4.00
Price per 100, localized.....	5.00
Price per 500, localized.....	20.00



Vignettes that may be used with Certificate No. 4.

NOTE—Certificates of Award illustrated on Pages 50, 51, 52, 53, 54, 55, 56, 57 and 58 may be arranged for Home Work.

## DIPLOMAS FOR HOME WORK

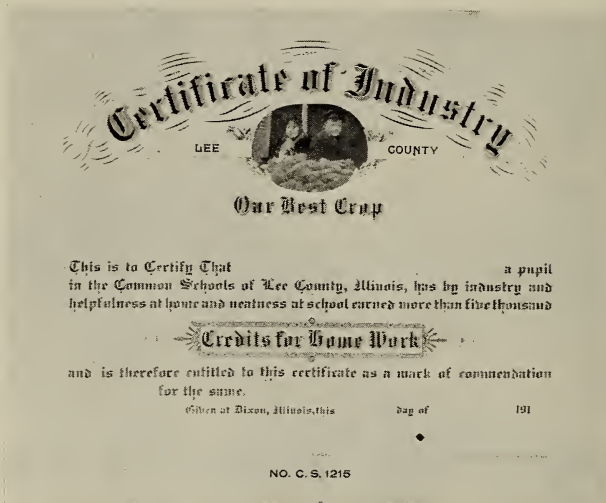


Certificate of Industry, No. 17 X. Size 12 x 14.

Certificate of Industry, No. 17 X. Beautiful certificate lithographed in colors on pearl white stock. Body may be changed to read as desired.

Price per 100, stock form.....	12.00
Price per 100, localized.....	14.00





Certificate of Industry, No. C. S. 1215. Size 14 x 17.

Certificate of Industry, No. C. S. 1215. Lithographed head. Name of county may be changed to city and body arranged as desired.

Price per 50, ledger.....	9.00
Price per 100, ledger.....	14.00
Price per 100, art parchment.....	15.00

COUNTY SUPERINTENDENT'S RECORDS OF HOME WORK

County Superintendent's Record of Home Work Credits, No. 8 H-W. A complete record of Home Credits giving name of pupil, age, address, school district. Arranged with sub-heads for recording credits earned during each month of the school year. Size of leaf 15½ x 10¼, folio pages, indexed throughout, 120 leaves, ¾ binding.

Record of Home Credits, No. 7. Same form as No. 8, arranged in card form. Size 5 x 8.	
Price per 100 .....	2.50



THE SCHOOL AND HOME UNITED



RURAL SCHOOL PUPILS STUDYING CORN

AMERICA'S PRIDE



WITH HEAD, HEART AND HAND TRAINED FOR LIFE



### METROPOLITAN DIPLOMAS

Metropolitan Diplomas need no introduction as they are used in every state in the Union, in Government schools, and in many foreign countries. We have over one hundred distinct styles covering nearly every phase of educational work.

The diplomas herein listed are for rural and small town schools only. Should you fail to find your ideal listed, please write us your desire, and samples with quotations will be mailed you at once. Remember we are specialists in this work, and have an unlimited number of engravings from which we can make you a special diploma at a low cost.

There are a number of photographic reproductions of our diplomas on the market. Be not deceived. Photographic reproduction always detracts from the original engraving. It looks broken and muddy. Place your order with us and receive diplomas made from original engravings. They cost you no more than photographic reproductions.

**Gold Seals and Ribbons.** Gold seals either blank or embossed "County Superintendent of Schools" will be furnished free with diplomas, but when gold seals and ribbons are desired, an additional charge of three cents each will be made. When placing orders, kindly state whether gold seals, plain or embossed, and ribbons are desired. Always specify colors of ribbons and make a second choice of colors as occasionally certain colors can not be obtained.

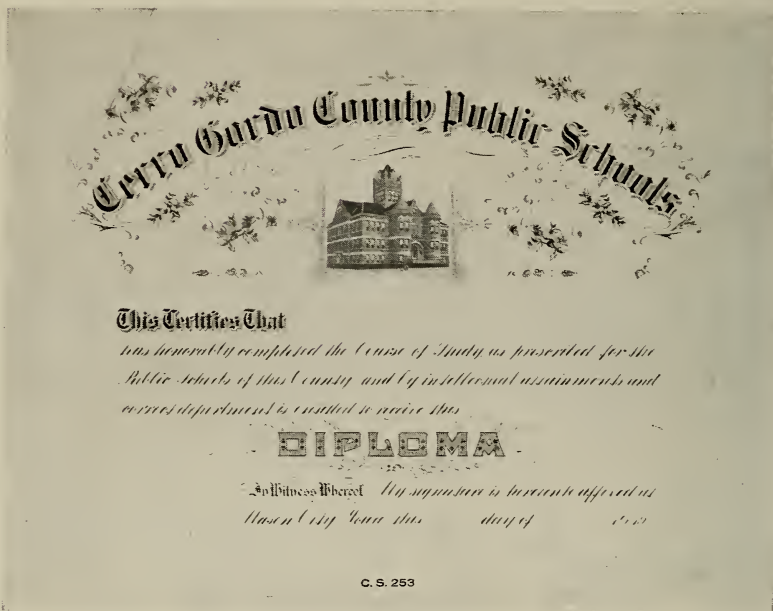
**Diploma Stock.** The ledger stock used is selected for diploma work only. It has an ivory finish, very heavy, tough, and makes a beautiful diploma.

**Artificial or Art Parchment.** What is it? This question is asked frequently by prospective buyers not familiar with stock. Art is merely an abbreviation for **Artificial**. Artificial Parchment is a very heavy paper of light creamy tint, slightly rippled finish, made to imitate genuine parchment or sheepskin. The stock is hard and tough, and is the best substitute for genuine parchment ever produced.

When ordering diplomas specify the stock desired.

**Cuts for Vignette Use.** No extra charge will be made for inserting cut of building in usual vignette when a suitable cut is furnished by the customer, otherwise actual cost will be added to initial order. Be sure to send a good photograph of the building desired. Colored post card views do not produce satisfactory results.





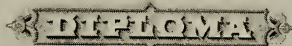
No. C. S. 253. Size 17 x 22.

Diploma No. C. S. 253. Full lithograph. Head and body may be changed as desired.

Price, 100 Ledger stock.....	35.00
500 Ledger stock.....	80.00
100 Art Parchment.....	40.00
500 Art Parchment.....	90.00

STATE OF IOWA  
**Public Schools**  
 OF SCOTT COUNTY  
 This Certifies that

*has successfully completed the Course of Study which has been presented by the Board  
 of Schools of Iowa and having passed a satisfactory examination in all the required  
 branches is therefore awarded this*



*In Witness Whereof the Seal of the County is hereunto set, Subscribed and our Signature  
 are hereunto affixed at Anamosa, Iowa on this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_*

*Teacher*

*County Superintendent*

No. 290. Size 17 x 22.

Diploma No. 290. Full lithographed. Entire diploma excepting "Public Schools" may be changed to read as desired.

Price, 100 Ledger stock.....	30.00
500 Ledger stock.....	70.00
100 Art Parchment.....	35.00
500 Art Parchment.....	80.00



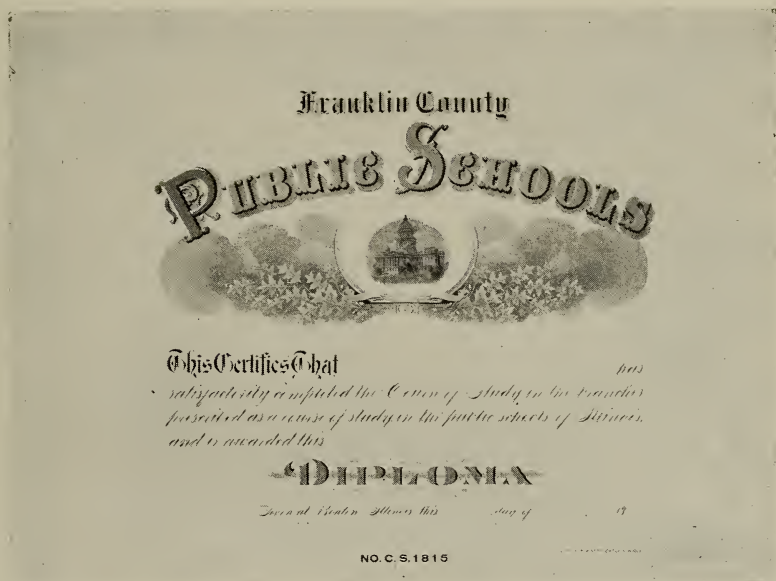
C. S. 260

No. C. S. 260. Size 17 x 22.

**Diploma No. C. S. 260.** Name of State may be changed and body worded as desired. This diploma is lithographed in dark brown ink and has a very rich appearance.

Price, 100 Ledger stock.....	30.00
500 Ledger stock.....	70.00
100 Art Parchment.....	35.00
500 Art Parchment.....	80.00

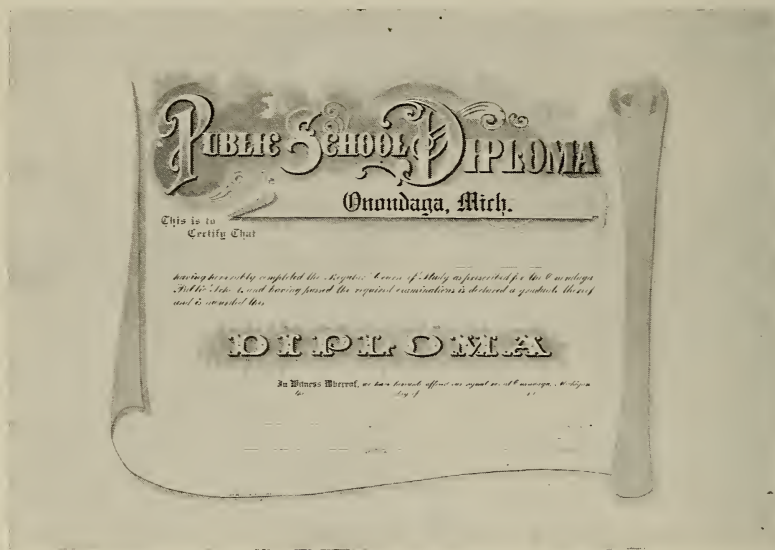




No. C. S. 1815. Size 16 x 21.

Diploma No. C. S. 1815. Name of County may be changed, and body arranged as desired.

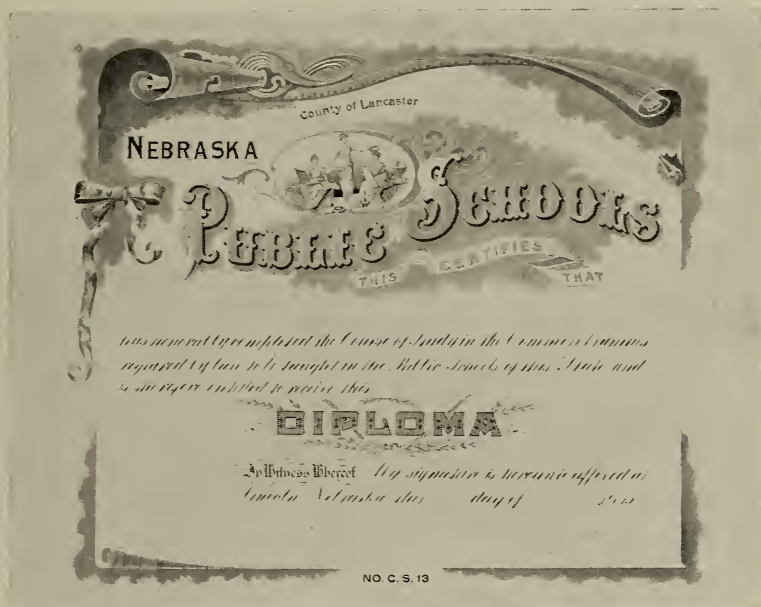
Price, 100 Ledger stock.....	30.00
500 Ledger stock.....	70.00
100 Art Parchment.....	35.00
500 Art Parchment.....	80.00



No. C. S. 2015. Size 16 x 21.

Diploma No. C. S. 2015. Name of city may be changed to county, and body worded as desired. The entire form within the scroll is tinted canary.

Price, 100 Ledger stock.....	30.00
500 Ledger stock.....	70.00
100 Art Parchment.....	35.00
500 Art Parchment.....	80.00

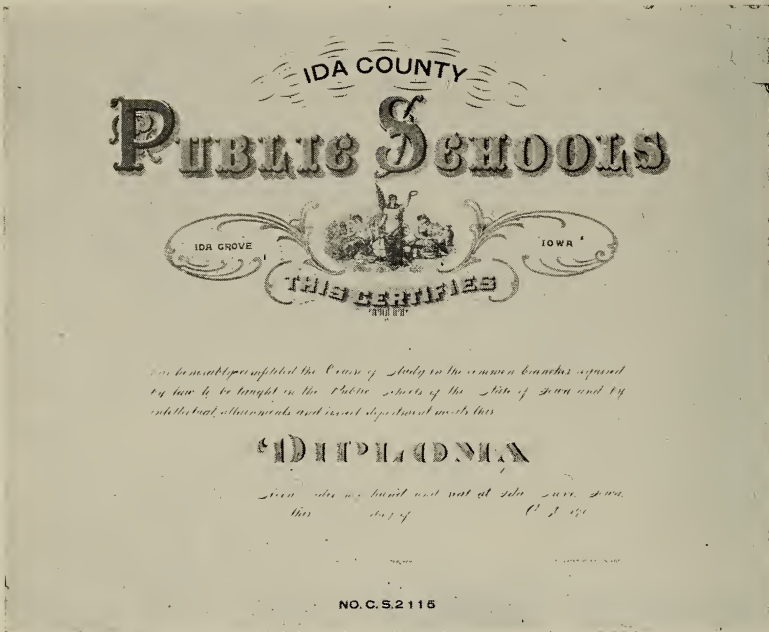


No. C. S. 13. Size 17 x 22.

Diploma No. C. S. 13. Name of State and County may be changed, and body worded as desired.

Price, 100 Ledger stock.....	30.00
500 Ledger stock.....	70.00
100 Art Parchment.....	35.00
500 Art Parchment.....	80.00

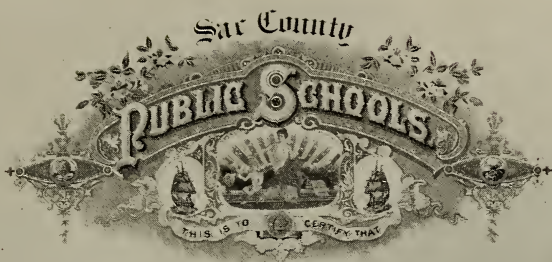




No. C. S. 2115. Size 16 x 21.

Diploma No. C. S. 2115. All localization as shown in cut may be changed and body worded as desired.

Price, 100 Ledger stock.....	30.00
500 Ledger stock.....	70.00
100 Art Parchment.....	35.00
500 Art Parchment.....	80.00



*of school District No. \_\_\_\_\_ Township, Sac County, Iowa,  
has maintained a perfect record of attendance and punctuality,  
and having received from this office \_\_\_\_\_ Diplomas of Honor,  
evidence of such fidelity is therefore entitled to this*

## DIPLOMA

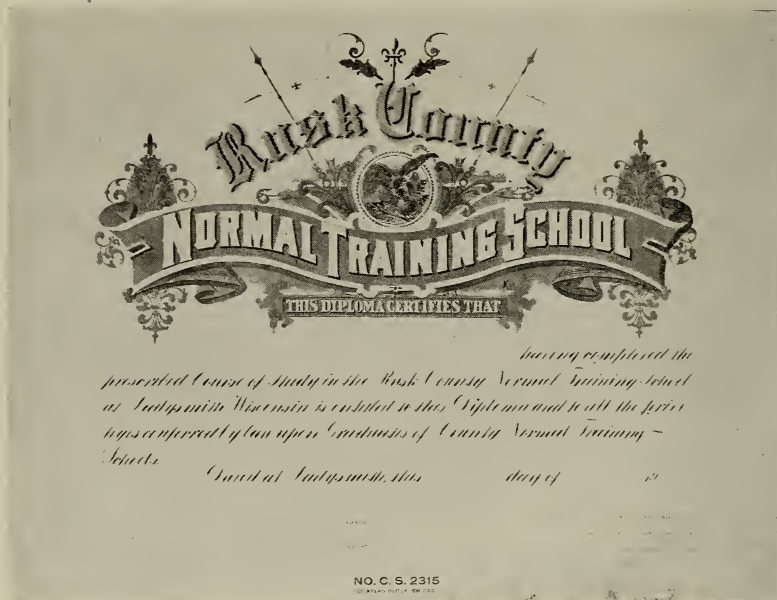
*County, Authority of the County Superintendent of Schools, at  
Sac City, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_*

NO. C. S. 2215

No. C. S. 2215. Size 17 x 22.

Diploma No. C. S. 2215. This cut illustrates how many diplomas may be changed for Perfect Attendance, Home Work, and Perfect Lessons by simply re-constructing the body.

Price, 50 Ledger stock.....	25.00
100 Ledger stock.....	35.00
50 Art Parchment.....	30.00
100 Art Parchment.....	40.00

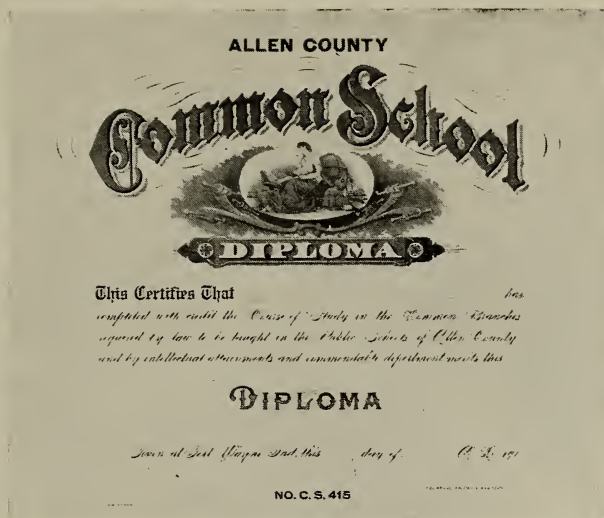


No. C. S. 2315. Size 14 x 17.

Diploma No. C. S. 2315. Localizations and body may be changed as desired.

Price, 50 Ledger stock.....	25.00
100 Ledger stock.....	35.00
50 Art Parchment.....	30.00
100 Art Parchment.....	40.00

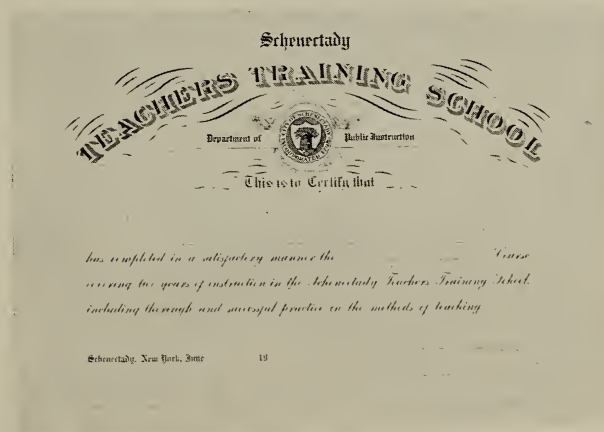




No. C. S. 415. Size 14 x 17.

Diploma No. C. S. 415. Name of County may be changed and body arranged as desired.

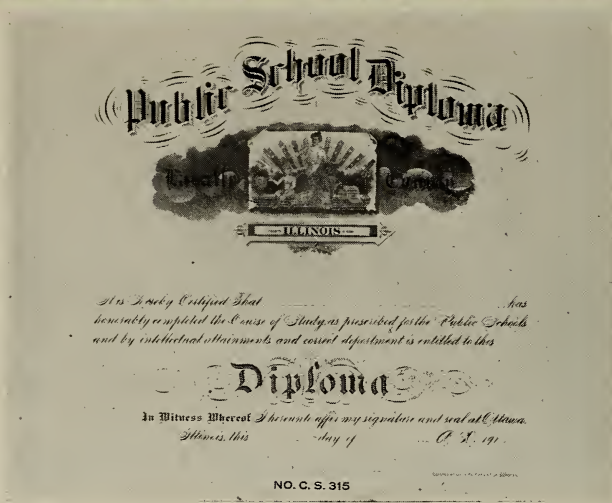
Price, 100 Ledger stock, \$14.00; 500 Ledger stock..... 40.00  
 100 Art Parchment, \$16.00; 500 Art Parchment..... 50.00



No. C. S. 276. Size 16 x 21.

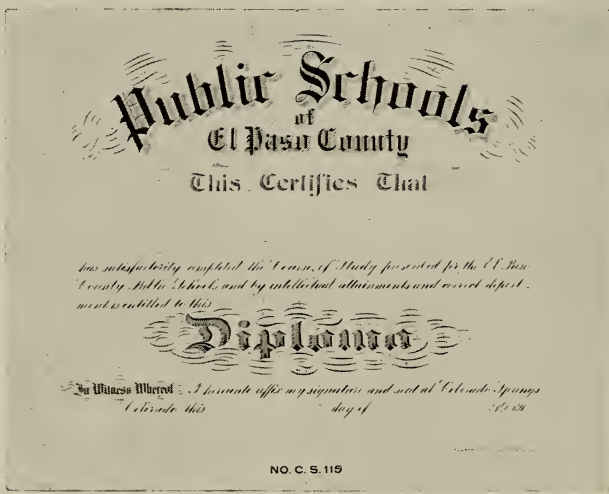
Diploma No. C. S. 276. Entire diploma may be changed as desired.

Price, 100 Ledger stock, \$25.00; 500 Ledger stock..... 60.00  
 100 Art Parchment, \$30.00; 500 Art Parchment..... 70.00



No. C. S. 315. Size 14 x 17.

Diploma No. C. S. 315. Name of State may be changed, and body arranged as desired.  
Price, 100 Ledger stock, \$14.00; 500 Ledger stock..... 40.00  
100 Art Parchment, \$16.00; 500 Art Parchment..... 50.00



No. C. S. 115. Size 14 x 17.

Diploma No. C. S. 115. Name of County may be changed, and body arranged as desired.  
Price, 100 Ledger stock, \$14.00; 500 Ledger stock..... 40.00  
100 Art Parchment, \$16.00; 500 Art Parchment..... 50.00



No. C. S. 1715. Size 14 x 17.

Diploma No. C. S. 1715. Body may be worded as desired.

Price, 100 Ledger stock, \$14.00; 500 Ledger stock..... 40.00  
 100 Art Parchment, \$16.00; 500 Art Parchment..... 50.00

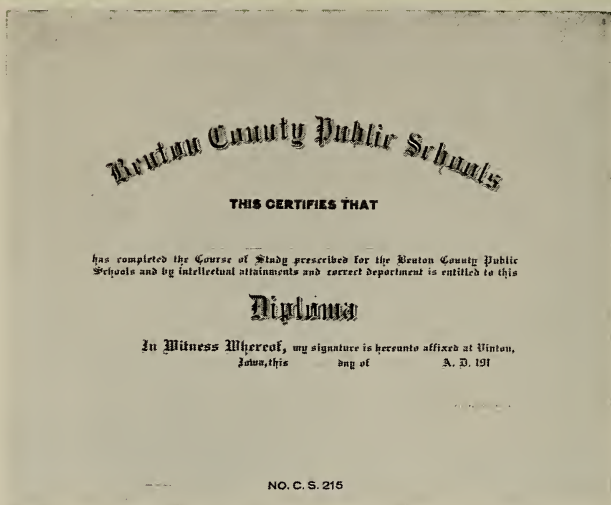


No. C. S. 915. Size 14 x 17.

Diploma No. C. S. 915. Certificate in heading may be changed to Diploma, and body arranged as desired.

Price, 100 Ledger stock, \$14.00; 500 Ledger stock..... 40.00  
 100 Art Parchment, \$16.00; 500 Art Parchment..... 50.00





No. C. S. 215. Size 14 x 17.

Diploma No. C. S. 215. Engraved special. Entire diploma arranged as desired.

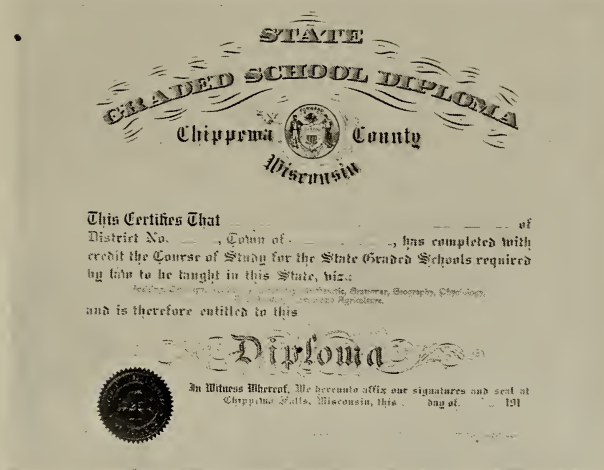
Price, 100 Ledger stock, \$25.00; 500 Ledger stock..... 60.00  
 100 Art Parchment, \$30.00; 500 Art Parchment..... 70.00



No. C. S. 815. Size 14 x 17.

Diploma No. C. S. 815. Arrange body as desired. "Public School" and "Diploma" can not be changed.

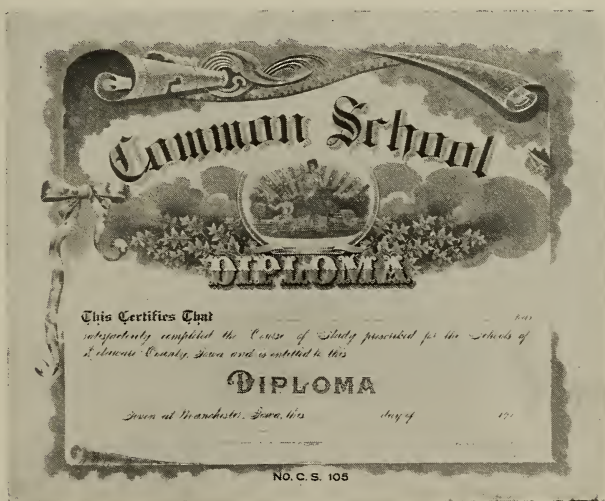
Price, 100 Ledger stock, \$14.00; 500 Ledger stock..... 40.00  
 100 Art Parchment, \$16.00; 500 Art Parchment..... 50.00



No. C. S. 270. Size 14 x 17.

Diploma No. C. S. 270. Engraved special. Entire diploma may be changed as desired.

Price, 100 Ledger stock, \$14.00; 500 Ledger stock..... 40.00  
100 Art Parchment, \$16.00; 500 Art Parchment..... 50.00



No. C. S. 105. Size 14 x 17.

Diploma No. C. S. 105. Head and word "Diploma" can not be changed. Body may be changed as desired.

Price, 100 Ledger stock, \$14.00; 500 Ledger stock..... 40.00  
100 Art Parchment, \$16.00; 500 Art Parchment..... 50.00



This Certifies That  
*has*  
 successfully completed the Course of Study in the various branches presented  
 to be taught in the Common Schools of

**MILWAUKEE COUNTY**

and is entitled to receive this Diploma.

Given at Milwaukee, Wis., this

day of

19

NO. C. S. 515

No. C. S. 515. Size 14 x 17.

Diploma No. C. S. 515. Name of State may be changed, and body arranged as desired.

Price, 100 Ledger stock, \$14.00; 500 Ledger stock..... 40.00  
 100 Art Parchment, \$16.00; 500 Art Parchment..... 50.00



This Certifies That  
*has*  
 honorably completed the Course of Study, in the Common Branches  
 required by law to be taught in the Public Schools of this State, viz.:

Orthography, Reading, Writing, Arithmetic, English Grammar, Spelling and English  
 Geography, United States History, Civil and Military of Illinois

and by intellectual attainments and correct deportment awards this Diploma

In Witness Whereof, Two signatures are hereunto affixed at Waterloo, Illinois,  
 this day of

A. D. 19



NO. C. S. 715

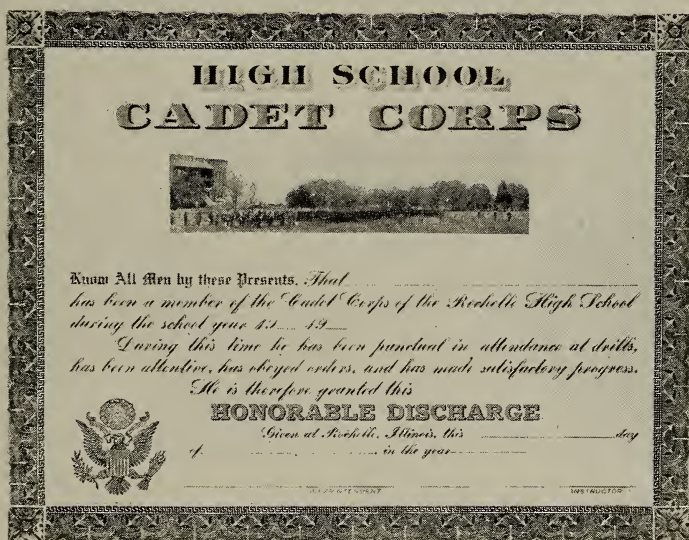
No. C. S. 715. Size 14 x 17.

Diploma No. C. S. 715. Name of County may be changed, and body arranged as desired.

Price, 100 Ledger stock, \$14.00; 500 Ledger stock..... 40.00  
 100 Art Parchment, \$16.00; 500 Art Parchment..... 50.00



## MILITARY TRAINING IN OUR PUBLIC SCHOOLS



H. S. Cadet Discharge, No. 1723. Size 9½ x 12.

H. S. Cadet Discharge, No. 1723. Lithographed on ivory white ledger stock.

Price per 100, stock form..... 5.00

Price per 100, localized..... 6.00

## SUPPLIES FOR SCHOOL OFFICERS

It is conceded by our most progressive County Superintendents that a uniformity of legal blanks and supplies used by school officers and teachers is essential to efficient supervision of rural schools, as these reports and supplies have a direct influence on the County Superintendent's office. In recent decisions our courts have held that these reports and supplies form a part of the Superintendent's system of supervision, therefore may be furnished school officers and teachers by the County Superintendent, and paid for out of county funds. The supplies herein listed are in conformity with the latest school laws of the state designated. All forms are carried in stock and can be shipped immediately.

## IOWA FORMS

**School Officers' and Directors' Manual of School Laws of Iowa—New Edition.** A complete review of the School Laws of Iowa told in plain English. Practicing attorneys will tell you that School Laws are the most difficult to interpret in our Code. They require special study, therefore school officers should not be criticised for filing their copy of School Laws with Marache's Manual of Chess in the same pigeon-hole. A copy of our School Officers' and Directors' Manual should be in the hands of every school officer and director in the state. It is kept strictly down to date, being revised after the adjournment of each legislature. 64 pages, pamphlet binding.

Price per copy.....	.20
Price per 100 copies.....	12.50

## INDEPENDENT DISTRICTS

**Metropolitan Combined Classification and Attendance Register, Special for Iowa.** The most complete register ever published. Written to comply with the Course of Study and Manual of Methods for the Elementary Schools of Iowa. Read Evolution of Rural School Supervision, page 5. For further description, see page 33.

Price per copy, \$1.50; adoption price.....	1.00
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For Daily Attendance Registers, see page 34.

Nomination Papers, No. 1725, per quire 50c; per 100.....	1.50
Notice of Annual Meeting, No. 1803, per quire 30c; per 100.....	1.00
Notice of Special Meeting (Election), No. 1803, per quire 30c; per 100.....	1.00
Certificate of Tax Levy, No. 1814, per quire 20c; per 100.....	.75
Secretary's Certificate of School Officers Elected, No. 1805, per quire 25c; per 100.....	1.00
Secretary's Certificate of School Officers Appointed, No. 1811, per quire 20c; per 100.....	.75
Secretary's Report of Teachers Employed, No. 1809, per quire 30c; per 100....	1.00
Secretary's Bond, No. 1812-S, per quire 30c; per 100.....	1.00

## IOWA FORMS—INDEPENDENT DISTRICTS

Treasurer's Bond, No. 1812-T, per quire 30c; per 100 .....	1.00
Secretary's Financial Statement (to be posted), No. 1810, per quire 30c; per 100.....	1.00
Secretary's Monthly Financial Statement to Board, No. 1726, per quire 50c; per 100.....	2.00
Automatic Cloth Cover for Secretary's Financial Statement to Board.....	.90
Bank Statement of Cash Balance due School Treasurer, No. 1727, per quire 40c; per 100.....	1.25
School Census Report Blank, No. 1818, per quire 30c; per 100.....	1.00
School Depository Bond, No. 1813, per quire 50c; per 100.....	2.00
Information Blank for Violation of Compulsory Attendance Law, No. 1820, per quire 30c; per 100.....	1.00
Report of Violation of Compulsory Attendance Law, No. 1720, per quire 20c; per 100.....	.75
Defacing School Property, No. 1730. Section 4802, Code of 1907, printed on heavy jute 5½ x 8½, for posting, per 100.....	1.00
Tuition Notice, No. 1728, per quire 20c; per 100.....	.50
Teacher's Contract, No. 1815, per quire 30c; per 100.....	1.00
Teacher's Term Report to Secretary, No. 1819, per quire 50c; per 100.....	1.50
Teacher's Term Report to Secretary and County Superintendent, No. 301, per quire 60c; per 100.....	2.00
Iowa School District Coupon Bonds, latest revised form, lithographed, each 45c; per dozen.....	4.50
Secretary's Financial Record, No. 340. This record contains 40 folio pages for General Fund, 60 folio pages Schoolhouse Fund, and 4 pages for Register of Bonds. All forms approved by Sup't Public Instruction. Tabbed division sheets are placed between forms. Excellent ledger stock, 204 pages, ½ binding. Price .....	1.75
Treasurer's Cash Book, No. 341. Same size and description as Secretary's Account Book. Price .....	1.75
Secretary's Combined Minute and Account Book, No. 339. Same size as Secretary's Account Book, and contains 60 pages Record of Proceedings of the Board, 136 pages General and Schoolhouse Funds, and 4 pages Register of Bonds. Tabbed division sheets between all forms. Excellent stock, ½ binding. Price .....	1.75



## IOWA FORMS—INDEPENDENT DISTRICTS

**Proceedings of the Board of Education, No. 1.** This record contains no financial forms, but is for recording the proceedings of the Board of Education only. It contains 240 pages, 14 x 8½, printed headings, record ruled, excellent linen record stock, ¾ binding.

Price ..... 2.50

**District Order Book, No. 342.** Arranged to conform to the requirements of the Financial Records. Contains 75 orders on the General Fund and 25 orders on the Schoolhouse Fund. General Fund orders are printed on white bond, and Schoolhouse Fund orders on pink bond. Extra check binding.

Price per book ..... .50

**Treasurer's Receipt Book, No. 1729.** The Secretary's and Treasurer's records must check as to items specified in their financial records, otherwise their records will not show correct receipts and disbursements as required in their reports to the County Superintendent. The treasurer should give a receipt for all moneys received, designating under what item of distribution it has been entered upon his record, and send a duplicate copy to the secretary for entry on his record. This is a matter of good business methods. If County Superintendents will insist upon secretaries using order books, and treasurers using receipt books, showing same distribution of funds as shown in their financial records, many difficulties will be alleviated, and reports will be facts instead of jokes. Our receipt book contains 35 receipts in duplicate General Fund, and 15 receipts in duplicate for Schoolhouse Fund.

Price per book ..... .40

**School Census Record, No. 109.** Record contains 100 pages, 14 x 8½, with space for 3,500 names. Heavy ledger stock, ½ binding.

Price ..... 1.00

**School Officer's Package, No. 105, for Secretary of Independent School District.** This package contains the following blanks perforated so they may be removed as desired. All packages enclosed in envelopes for mailing.

5 Notices of Annual Meeting (to be posted).

3 Certificates of Election of Officers.

1 Certificate of Appointment.

1 Secretary's Bond.

1 Treasurer's Bond.

1 School Depository Bond.

3 Secretary's Reports of Teachers Employed.

1 Certificate of Tax Voted.

6 Teacher's Contracts.

1 School Census Blank

3 Teacher's Term Report to Secretary.

3 Secretary's Financial Report (to be posted).

3 Information Blanks.

Price per package ..... .22

## IOWA FORMS

## CONSOLIDATED INDEPENDENT DISTRICTS

Nomination Blanks, No. 1725, per quire 50c; per 100.....	1.50
Notice of Annual Meeting, No. 1804, per quire 30c; per 100.....	1.00
Teacher's Contract, No. 1816, per quire 30c; per 100.....	1.00
Driver's Contract, No. 1822, per quire 50c; per 100.....	2.00
Driver's Report, No. 1823, per quire 30c; per 100.....	1.00

Certificates of Election, Certificate of Appointment, Secretary's and Treasurer's Bonds, Secretary's Report of Teachers Employed, Certificate of Tax Voted, School Census Reports, Teacher's Term Reports, Secretary's Financial Reports, Information Blanks, School Officer's Records and Order Books are the same for Consolidated Independent School Districts as for Independent Districts. For prices see page 94.

**School Officer's Package, No. 108, for Secretary Consolidated Independent Districts.** This package contains the following blanks perforated so they may be removed as desired. All packages enclosed in envelopes for mailing.

5 Notices of Annual Meeting (to be posted).

3 Certificates of Election of Officers.

1 Certificate of Appointment.

1 Secretary's Bond.

1 Treasurer's Bond.

1 School Depository Bond.

3 Secretary's Report of Teachers Employed.

1 Certificate of Tax Voted.

8 Teacher's Contracts.

2 Census Report Blanks.

6 Teacher's Term Reports.

4 Driver's Contracts.

8 Driver's Reports.

3 Secretary's Financial Reports.

3 Information Blanks.

Price per package..... .25

## BOARD OF EDUCATION—CITIES AND TOWNS

Nomination Blanks, No. 1725, per quire 50c; per 100.....	1.50
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**Proceedings of the Board of Education, No. 1.** This record contains no financial forms, but is for recording the Proceedings of the Board only. 240 pages, 14 x 8½, printed headings, record ruled, ¾ binding. Name of city or town in gold leaf on back if desired..... 2.50

**Independent School District Coupon Bonds, latest revised form, lithographed, each 45c; per dozen.....** 4.50

# IOWA FORMS—BOARD OF EDUCATION

## Election Supplies for Board of Education

Complete set of School Election Supplies for one voting precinct consists of the following:

5 Election Notices .....	.15
1 Poll Book .....	.40
1 Envelope for Poll Book.....	.15
1 Envelope for Returning Poll Book.....	.15
2 Envelopes for Ballots.....	.15
1 Envelope for Ballots Voted and Counted.....	.15
1 Envelope for Disputed Ballots.....	.15
1 Envelope for Spoiled Ballots.....	.15
1 Envelope for Unused Ballots.....	.15
1 Wire for Stringing Ballots.....	.05
1 Wax for Sealing Knots of Wire.....	.05
4 Pencils with cord and screw-eye, each.....	.05
5 Instruction Cards, each.....	.05

Price of complete set..... 1.50

Information: If supplies are not wanted in complete sets, prices can be taken from above list.

Certificates of Election, Certificates of Appointment, Secretary and Treasurer's Bonds, Secretary's Report of Teacher's Employed, Certificate of Tax Voted, School Census Reports, Teacher's Term Reports, Secretary's Financial Reports, Information Blanks, Secretary's Monthly Statement to Board, Financial Records and Order Books for City and Town Schools are the same forms as for other school corporations. All of these forms have been approved by the Superintendent of Public Instruction. We manufacture hundreds of these records for city and town schools, localizing these forms and making records any size desired. Write for quotations on special records.

For City Superintendent's Systems and Supplies, see Catalog No. 8. Copy will be mailed upon application.

## SCHOOL TOWNSHIPS

Notice of Annual Meeting (to be posted), No. 1802, per quire 30c; per 100.....	1.00
Notice of Annual Meeting to be Read to Pupils, No. 1808, per quire 25c; per 100.....	.75
Certificate of Election of School Officers, No. 1806, per quire 25c; per 100.....	.75
Teacher's Contracts, No. 1817, per quire 30c; per 100.....	1.00

Certificates of Appointment, Secretary's and Treasurer's Bonds, Secretary's Report of Teachers Employed, Certificate of Tax Voted, School Census Reports, Teacher's Term Reports, Secretary's Financial Reports, Information Blanks, School Officer's Financial Records, and Order Books are the same for School Townships as for Independent Districts. For prices, see page 94.



## IOWA FORMS—SCHOOL TOWNSHIP

**School Officer's Package, No. 107, for Secretary of School Township.** This package contains the following blanks perforated so they may be removed as desired. All packages enclosed in envelopes for mailing.

- 5 Notices of Annual Meeting (to be posted).
- 9 Notices of Annual Meeting to be Read to Pupils.
- 3 Certificates of Election.
- 1 Certificate of Appointment.
- 1 Secretary's Bond.
- 1 Treasurer's Bond.
- 1 Depository Bond.
- 3 Secretary's Report of Teachers Employed.
- 1 Certificate of Tax Voted.
- 3 Secretary's Financial Report.

Price per package..... .20

## SUB DISTRICTS

**Sub-District Record, No. 34.** A record in which to record the Proceedings of Sub-District Annual Meetings, School Census and Current Expenses. 160 pages, 11½ x 9, ½ binding. Many County Superintendents have experienced serious difficulties resulting from "lost proceedings" of Sub-District Meetings. The law requires a record of these meetings and no Sub-Director should be without a proper record in which to record them.

Price ..... 1.50

Notices of Sub-District Meeting, No. 1801, per quire 30c; per 100..... 1.00

Certificate of Election of Sub-Director, No. 322, per quire 25c; per 100..... .75

Certificate of Special Tax Voted, No. 316, per quire 25c; per 100..... .75

Teacher's Contracts, Teacher's Term Reports, School Census Blanks, and Information Blanks are the same as for School Township.

**School Officer's Package, No. 106, for use of Sub-Directors.** This package contains the following blanks perforated so they may be removed as desired. All packages enclosed in envelopes for mailing.

- 3 Notices of Sub-District Meeting (to be posted).
- 1 Certificate of Election of Sub-Director.
- 1 School Census Report.
- 3 Teacher's Term Reports.
- 6 Teacher's Contracts.
- 3 Information Blanks.

Price per package..... .18

## ILLINOIS FORMS

## DISTRICT BLANKS AND RECORDS

Metropolitan Combined Register, Illinois Edition.....	1.00
District Election Notice, No. 103, per quire 25c; per 100.....	1.00
Director's Annual Report to Voters, No. 106, per quire 75c; per 100.....	1.75
District Poll Books and Tally Lists, No. 104, per quire 75c; per 100.....	2.75
Clerk's Report of Organization, No. 113, per quire 20c; per 100.....	.75
Director's Report of Teachers Employed, No. 118, per quire 20c; per 100.....	.75
Envelope for Poll Books and Returns, No. 116, per quire 25c; per 100.....	.75
Envelopes for Election Ballots, No. 117, per quire 25c; per 100.....	.75
Teacher's Contracts, No. 102, per quire 30c; per 100.....	1.00
Census Report Blanks, No. 108, per quire 30c; per 100.....	1.00
Teacher's Schedules, No. 101, per quire 30c; per 100.....	1.00
District Clerk's Record, No. 151. All forms revised to comply with latest school laws. 200 pages, ½ binding.....	1.75
District Clerk's Order Book, No. 152. Revised form, made to fit Township Treasurer's itemized report to County Superintendent of Schools. 100 orders per book .....	.50
Enumeration Record, No. 150, Revised form, 100 pages 12 x 9, ½ binding.....	1.50
School District Coupon Bonds, each 60c; per dozen.....	5.00
District Clerk's Package, No. 110. Enclosed in envelopes ready for mailing. Contains the following blanks:	
3 District Election Notices.	
2 Director's Annual Report to Voters.	
(1 for posting and 1 for Township Treasurer.)	
2 District Poll Books and Tally Lists.	
1 Clerk's Report of Organization.	
2 Director's Report of Teachers Employed.	
1 Envelope for Election Ballots.	
1 Envelope for Poll Books.	
2 Teacher's Contracts.	
1 Census Report.	
Price per package.....	.22

## TOWNSHIP BLANKS AND RECORDS

Township Election Notices, No. 120, per quire 25c; per 100.....	1.00
Township Treasurer's Annual Report for Publication, No. 129, per quire 50c; per 100.....	1.75
Township Treasurer's Bond, No. 121, per quire 30c; per 100.....	1.00
Township Plats, No. 126, per quire 30c; per 100.....	1.00
Township Poll Books and Tally Lists, No. 125, per quire 75c; per 100.....	2.75

## ILLINOIS FORMS—TOWNSHIP

List of School Officers, No. 111 T, per quire 50c; per 100.....	1.75
Township Treasurer's Statement to County Superintendent of School Funds, No. 133, per quire 75c; per 100.....	2.75
Township Treasurer's Semi-Annual Statement to Trustees, No. 223, per quire 75c; per 100.....	2.75
Township Treasurer's Semi-Annual Statement to Board of Directors, No. 234, per quire 75c; per 100.....	2.75
Envelopes for Township Election Ballots, No. 117 T, per quire, 25c; per 100....	.75
Envelopes for Poll Books and Returns of Township Election, No. 116 T, per quire 25c; per 100.....	.75
School Mortgages, No. 132, per quire 30c; per 100.....	1.00
Release of School Mortgage, No. 132 R, per quire 30c; per 100.....	1.00
Calendars for School Officers, per quire 20c; per 100.....	.75
Township Treasurer's Files for Schedules, No. 145, per quire 40c; per 100.....	1.50
Township Treasurer's Files for School Orders, No. 146, per quire 40c; per 100	1.50
Township Treasurer's Account Book Covers, No. 146½. A loose leaf cover for binding Account Sheets furnished by the Superintendent of Public Instruction. ½ binding .....	.75
Bond Register, No. 153. For registering bonds issued by the Districts.....	1.00
Township Treasurer's Package, No. 130. Enclosed in envelope for mailing. Con- tains the following blanks:	
5 Township Election Notices.	
2 Township Treasurer's Annual Report for Publication.	
1 Township Treasurer's Bond.	
1 Township Plat.	
2 Township Poll Books and Tally Lists.	
1 List of School Officers.	
1 Township Treasurer's Statement to County Supt. of Township Funds.	
2 Semi-Annual Statements to Trustees.	
18 Semi-Annual Statements to Directors.	
Price per package.....	.25
Township Treasurer's Cash Book, No. 55. Revised edition, made to correspond with Township Treasurer's Account Sheets furnished by the Department of Public Instruction .....	4.00
Township Treasurer's Record, No. 56. This record is for recording the proceed- ings of the Township Trustees. It also contains forms for Description of Boundaries, Record of School Officers, etc.....	4.00
Record of Unpaid Orders, No. 154. Pocket size, flexible binding.....	1.00
Treasurer's Receipt Book, No. 157. Contains 100 receipts to County Superinten- dent for distributive fund.....	.75
Treasurer's Receipt Book, No. 160. Contains 100 receipts for Int. received	.75
Treasurer's Notice of Interest Due from Borrower, No. 172, per 100.....	1.50



## ILLINOIS FORMS

## BOARD OF EDUCATION SUPPLIES

Petition for Candidates, No. 1-S. Size 8½ x 14, per quire.....	.60
School Election Notice, No. 2-S. Size 8 x 11, heavy manila, per quire.....	.80
Poll Book, No. 3-S. Size 14 x 8½, 640 names, Oaths of Judges and Clerks of Election, Expense Bill, heavy cover, each.....	.30
School Election Tally Sheet, No. 4-S. Size 8½ x 11 when folded, space for 28 candidates and 800 votes, per quire.....	1.50
Affidavit of Challenged Votes, No. 34. Size 6½ x 8½, per quire.....	.40
Voter's Oath of Inability, No. 35. Size 6½ x 8½, per quire.....	.40
Envelope for Ballots Voted, No. 7-S. Size 9½ x 14½, heavy manila, each....	.15
Envelope for Ballots Spoiled and Not Voted, No. 8-S. Size 9½ x 14½, heavy manila, each .....	.15
Envelope for Ballots Defective and Objected To, No. 9-S. Size 9½ x 14½, heavy manila, each .....	.15
Envelopes for Poll Books and Tally List, No. 10-S. Size 9½ x 14½, heavy manila, each .....	.15
Cloth Sack for Returns of Election, No. 11-S. Size 13 x 24, each.....	.30
Enclosing Envelope for Precinct Supplies, No. 12-S. Size 10¾ x 18, jute, each .....	.25
Instructions to Voters, No. 13-S. Size 10 x 16, heavy manila, each.....	.05
Election Supply Package, No. 14-S. This package contains sealing wax, wire, indelible pencils with ring tip, lead pencils, penholders and pens, blotters, and needle for stringing ballots, per package.....	.50

## Board of Education Election Supplies for one Voting Precinct enclosed in envelope.

Contains the following:

- 20 Petitions for Candidates.
- 3 School Election Notices.
- 2 Poll Books.
- 2 Tally Lists.
- 6 Affidavits of Challenged Voters.
- 6 Voter's Oaths of Inability.
- 2 Envelopes for Poll Books and Tally Lists.
- 1 Envelope for Ballots Defective and Objected To.
- 1 Envelope for Ballots Spoiled and Not Voted.
- 1 Envelope for Ballots Voted.
- 1 Package Election Incidental Supplies.
- 1 Cloth Sack for Returns of Election.
- 1 Enclosing Envelope.

The best and most complete set of Board of Education Election Supplies ever published. Price per set..... 2.00

## ILLINOIS FORMS—BOARD OF EDUCATION

- Proceedings of the Board of Education, No. 1.** This record contains no financial forms, but is for recording the Proceedings of the Board only. 240 pages, 14 x 8½, printed headings, record ruled, ¾ binding..... 2.50
- Order Book, No. 152.** Made to fit Treasurer's itemized report to County Superintendent of Schools. 100 orders per book..... .50
- Statement of Attendance, No. 181.** These blanks are used in place of Schedules in city schools. Arranged for 26 grades or rooms, per quire 50c; per 100 1.75

## NON-HIGH SCHOOL DISTRICT BLANKS

- Report of Non-High School Pupils, and Claim for Tuition, No. 1644.**  
Price per quire \$1.50; price per 100..... 5.00
- For description and prices, Non-High School Record, Non-High School Orders, Non-High School Treasurer's Record, and Non-High School Election Supplies, see page 9.

## COMMUNITY HIGH SCHOOL DISTRICT SUPPLIES

- Petition for Formation of Community High School District, No. 1-C,**  
per quire \$2.00; per 100..... 6.00
- Election Notice—Formation of Community High School District, No. 2-C,**  
per quire \$1.00; per 100..... 3.00
- Election Notice—Formation of Community High School District, with**  
**County Superintendent's Endorsement on back, No. 3-C, per quire.....** 1.25
- County Superintendent's Warrant for Holding Community High School**  
**Election for Formation of District, No. 4-C, per quire.....** .75
- Blank Official Ballot with Endorsement, No. 5-C, per quire.....** 1.00
- Poll Book, Tally List and Returns—Combined Form No. 6-C, each.....** .50
- Complete Set of Election Supplies for one voting Precinct—for Formation of Community High School District, No. 7-C.** This set includes Poll Book, Tally List and Returns, Envelopes, Affidavits and incidental supplies necessary to conduct the election, per set..... 1.00
- County Superintendent's Returns—Formation of Community High School District, No. 8-C.** This set of blanks contains all of the legal forms required in making a complete return, which is one of the most technical found in Illinois Election Laws, per set..... 5.00

## MICHIGAN FORMS

- Metropolitan Combined Attendance and Classification Register, for Michigan** 1.00
- Daily Attendance Registers, see page 36.

## MICHIGAN FORMS

District Record, No. 441. For use of the Director. 220 pages, size 12 x 9½, bound leather back, cloth sides, per copy.....	2.50
Treasurer's Cash Book, No. 442. For use of District Treasurer, 210 pages, size 12 x 9½, bound leather back and corners, cloth sides, per copy.....	2.50
District Treasurer's Order Book, No. 444. Contains 75 Orders on the Treasurer of the District, and 25 Warrants upon the Twp. Treasurer, per book	.50
Orders on District Treasurer, No. 445. Book contains 100 orders, per book....	.50
Orders on Township Treasurer, No. 446. Book contains 100 orders, per book	.50
Highway Commissioner's Order Book, No. 466. Contains 100 orders on Township Treasurer, per book.....	.50
Township Clerk's Order Book, No. 467. Contains 100 orders on Township Treasurer, per book .....	.50

## WISCONSIN FORMS

Metropolitan Combined Attendance and Classification Register, for Wisconsin	1.00
Metropolitan Classification Register.....	.75
Daily Attendance Register, see page 36.	
District Clerk's General Record, Revised Edition. Contains Proceedings of School District Meetings, List of School District Officers and Terms of Office, Proceedings of School District Board, Register of Orders Drawn, Rules and Regulations, Treasurer's Bonds, Annual Report of District Board, Clerk's Annual Report, School Census, Statement of Taxes Voted, Treasurer's Contracts, etc. ....	4.00
District Treasurer's Account Book, Revised Edition. This record is intended to enable the District Treasurer to keep his accounts more easily, and present them to the Board systematically. It contains forms for the Treasurer's account and for his Annual Report, is a book containing two hundred pages substantially bound with leather back and corners, and cloth sides.....	3.00
School Order Book, No. 104. 50 leaves General Fund Orders, and 50 leaves Orders for Treasurer's Wages.....	1.00
Order Book, No. 105. 100 Orders for Teacher's Wages.....	1.00
Order Book, No. 106. 100 Orders on General Fund.....	1.00
Notice of Annual Meeting, No. 313, per quire .....	.75
Tuition Statement of Clerk to Clerk of City or Village, No. 630, per quire.....	.75
District Treasurer's Bond, No. 195, per quire.....	.75
District Clerk's Statement of Taxes Voted, No. 196, per quire.....	.75
Census Blanks, No. 197.....	.75
Annual Report of District Board, No. 198, per quire.....	1.25

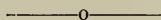


### WISCONSIN FORMS

Notice of Special Meeting, No. 199, per quire.....	.75
Receipt of District Treasurer to Town Treasurer, No. 200, per quire.....	.75
Teacher's Contracts, No. 500, per quire.....	.75
Town Treasurer's Statement of School District Moneys, per quire.....	.75

### MINNESOTA FORMS

Metropolitan Combined Attendance and Classification Register.....	1.00
Metropolitan Classification Register.....	.75
Daily Attendance Registers, see page 36.	
Library Record, No. 365-T.....	.75
Minnesota Textbook Record .....	.75



### HELPS FOR TEACHERS

We herewith list a few helps for teachers furnished free by County Superintendents.

**Teacher's Code of Ethics.** This little work of but 32 pages covers the moral and professional duties of the teacher to the County Superintendent of Schools and to patrons of the school. A wonderful little booklet to produce harmony and efficiency in our rural schools, and will not harm many of our city teachers. Over fifty thousand have been sold. Many County Superintendents keep a supply on hand to be presented to young teachers.

Price per copy, leatherette binding.....	.15
Price per 100 copies, leatherette binding.....	10.00

**Teacher's Practical Guide.** A monthly plan book, rich in suggestions to teachers, strong in supplementary language work, memory gems and busy work. 68 pages.

Price per copy, leatherette binding.....	.25
Price per 100, leatherette binding.....	15.00

**Choice Memory Gems and School Mottoes.** Just what its title says. One for every day in the year.

Price per copy, leatherette binding.....	.20
Price per 100 copies, leatherette binding.....	15.00

**First Lessons in Handicraft.** This little book is written from the rural teacher's standpoint and every page contains a jewel rare. It is a master work from a master mind. 100 pages, illustrated. Table of contents as follows:

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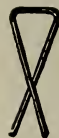
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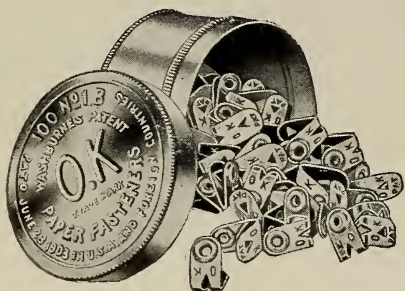
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RULE BRITANNIA



YOUR FLAG AND MY FLAG



THE MARSEILLAISE



FLAGS OF THE ALLIES

## TO PREVENT MISUSE OF THE FLAG

**T**HE FLAG of the United States had its statutory beginning on June 14, 1777, with thirteen stripes, alternate red and white; thirteen stars, white in a blue field, the stars five-pointed. On April 4, 1818, "An act to establish the flag of the United States" provided for the addition of one star on the admission of every new State, to take effect on the next succeeding Fourth of July. On October 29, 1912, President Taft established the proportions of the flag, its length one and nine-tenths times its width, in executive order No. 1637.

To-day the union (the blue field) contains forty-eight stars, "six rows of eight stars each, with the corresponding stars of each row in a vertical line." The union is in the upper left-hand corner, is two-fifths of the length of the flag, crosses seven stripes, and rests upon the eighth, which is white. The rules are fixed. No other arrangement, no other proportions, can be called the United States flag.

Its misuse, or careless soiling, its neglect, may be avoided by observance of these five simple rules:

1. Display Old Glory from its own pole, by day only, with union at top of pole.
2. If no staff or pole is available hang the flag undraped against a wall, right side out, which will bring the union in the upper left-hand corner if the stripes are horizontal, or in the upper right-hand corner if perpendicular.
3. Put it higher than your head.
4. See that the flag you have is not of a type obsolete. Let it have forty-eight stars in even rows, with its length one and nine-tenths times its width and two and one-half times the length of the union, the latter crossing seven stripes and resting upon the eighth, which is white.
5. For draped decorations and profuse expressions of the patriotic spirit use the red, white and blue without stars. Give the flag itself an elevated, conspicuous place.

## WHEN THE FLAG SHOULD BE DISPLAYED AT FULL STAFF

Lincoln's Birthday.....	February 12th.
Washington's Birthday.....	February 22d.
Jefferson Day.....	April 17th.
Battle of Lexington (Patriots' Day).....	April 19th.
*Memorial Day.....	May 30th.
Flag Day.....	June 14th.
Battle of Bunker Hill.....	June 17th.
Independence Day.....	July 4th.
LaFayette Day.....	September 6th.
"Star Spangled Banner" Day (Baltimore).....	September 13th.
Paul Jones Day.....	September 23d.
Columbus Day.....	October 12th.
Battle of Saratoga.....	October 17th.
Surrender at Yorktown.....	October 19th.
Evacuation Day (New York).....	November 25th.

\*On Memorial Day, May 30th, the Flag should fly at half staff from sunrise to noon and full staff from noon to sunset.

### IN ORDER TO SHOW THE PROPER RESPECT FOR THE FLAG THE FOLLOWING CEREMONY SHOULD BE OBSERVED:

It should not be hoisted before sunrise nor allowed to remain up after sunset.

At "Retreat," sunset, civilian spectators should stand at "attention" and uncover during the playing of the "Star Spangled Banner." Military spectators are required by Regulation to stand at "attention" and give the military salute. During the playing of the National Hymn at "Retreat" the flag should be lowered, but not then allowed to touch the ground.

When the National Colors are passing on parade or in review, the spectator should, if walking, halt, and if sitting, arise and stand at "attention" and uncover.

When the National and State, or other flags fly together the National Flag should be placed on the right.

When the flag is flown at half staff as a sign of mourning, it should be hoisted to full staff at the conclusion of the funeral.

In placing the flag at half staff, it should first be hoisted to the top of the staff and then lowered to position, and preliminary to lowering from half staff, it should be first raised to the top.

The National Salute is one gun for every State. The International Salute is, under the Law of Nations, 21 guns.

**"RE-MOVE-ABLE"**

**GALVANIZED**

## **STEEL FLAG POLES**

**T**HESE Flag Poles are made of galvanized high carbon steel tubing, the lower half being FILLED WITH CONCRETE. This material is about twice as strong as the pipe out of which Flag Poles are usually made.

The poles are in sections that telescope into each other thus making double strength at the joints. This is preferable to the usual reducer couplings as cutting the thread for these makes the joints the weakest part.

Sockets for the 50 ft. poles are 4½ in. in diameter and the sections gradually taper. The shorter poles are smaller in diameter but they also are more than strong enough to resist any wind pressure.

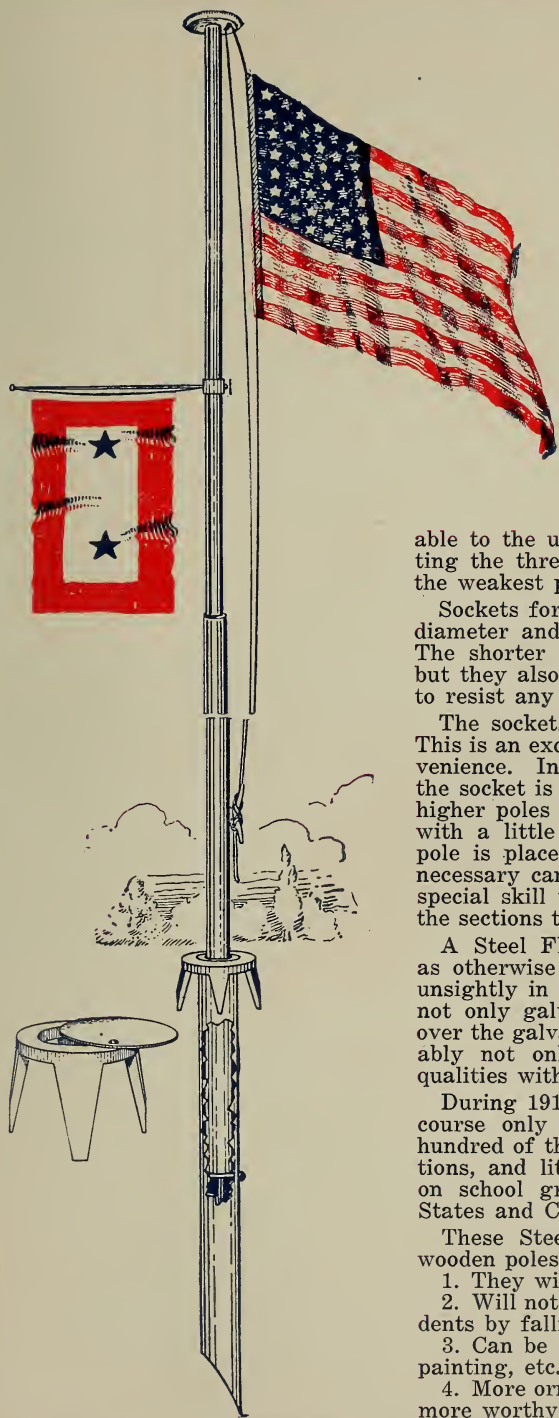
The sockets are separate from the poles. This is an exclusive feature and a great convenience. In the case of the shorter poles the socket is driven into the ground but for higher poles it is usually set in the ground with a little concrete round the top. The pole is placed in the socket and whenever necessary can be lifted out. It requires no special skill to drive or set the socket, put the sections together and erect the pole.

A Steel Flag Pole should be galvanized as otherwise it is sure to rust and become unsightly in a short time. These poles are not only galvanized but aluminum painted over the galvanizing and will compare favorably not only in appearance but lasting qualities with any Flag Pole on the market.

During 1917 the Standard Oil Co. who of course only use the best, bought several hundred of these poles for their service stations, and literally thousands were erected on school grounds throughout the United States and Canada.

These Steel Flag Poles are superior to wooden poles for the following reasons:

1. They will last at least twice as long.
2. Will not rot at the base, and cause accidents by falling.
3. Can be lifted out of the socket for re-painting, etc.
4. More ornamental and reliable, therefore more worthy of the Flag.





## PRICES OF STEEL FLAG POLES

The prices and heights above ground of the poles complete in every particular including ornamental truck and Manila rope halyards are as follows:

20 ft. \$12.50	35 ft. \$24.00
25 ft. \$17.50	40 ft. \$28.00
30 ft. \$21.00	50 ft. \$50.00

Roof Poles add 30 per cent. to the above prices. This is to cover the cost of larger tubing, fittings, etc.

Service Flag Holders 22 in. long, 50c extra, and 2c extra for each additional inch in length.

## WINDOW FLAG POLES—WOOD

Complete with Truck, Ball and Halyard.

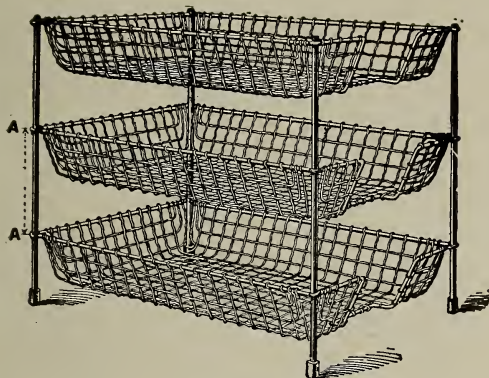
6 ft. Straight Pole.....	\$ .45
7 ft. " ".....	.65
8 ft. " ".....	.75
9 ft. " ".....	.80
8 ft. Tapered Pole.....	.90
10 ft. " ".....	1.30
12 ft. " ".....	1.50
14 ft. " ".....	3.00
16 ft. " ".....	3.75



## PRICES ON FLAGS

	"Excel" Moth Proof	Sewed Cotton	Wool Bunting
3x5 feet .....	\$2.50	\$1.65	\$5.75
*4 1-3x5 feet .....	4.20	2.90	9.00
4x6 feet .....	3.30	2.00	8.00
4x7 feet .....	3.50	2.25	8.75
4x8 feet .....	3.75	2.40	10.40
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5x10 feet .....	5.50	3.60	15.25
6x9 feet .....	5.80	3.85	16.00
6x12 feet .....	7.25	4.50	21.50

\*Size of U. S. Regulation Flag.



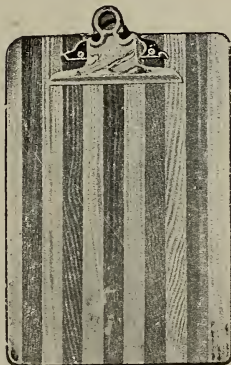
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The finest tempered silvered steel one piece thumb tacks made. The points are full length and nicely rounded. Every box contains 100 tacks, full count, also a steel tack lifter. Postage per box of any size, 3 cents.

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**CLIP BOARD**



**Striped Board**

	Each
Note, to hold 6x9 sheet.....	\$ .45
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**WIRE LETTER TRAYS**

Wire Letter Trays are the cleanest and neatest way of keeping papers or correspondence handy on the desk. Our letter trays have Rubber Cushioned Feet and will not scratch or injure the finest desk top.

**PRICES**

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Single, 3 in. high, 10x14.....	\$ .35
Two Space, $7\frac{1}{2}$ in. high, 10x14	.90
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Four Space, $16\frac{1}{2}$ in. high, 10x14	1.85
Five Space, $20\frac{1}{2}$ in. high, 10x14	2.30
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"Solid Head" Thumb Tacks have solid round polished steel heads that never break loose from the tack. Are put up in neat round wood box holding 100 tacks. Every tack perfect and given a bright polished finish. Postage per box, 3 cents.

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Well printed in red ink on gummed paper that will not curl. There is no specified quantity in a box; the smaller the labels the more to the box.  
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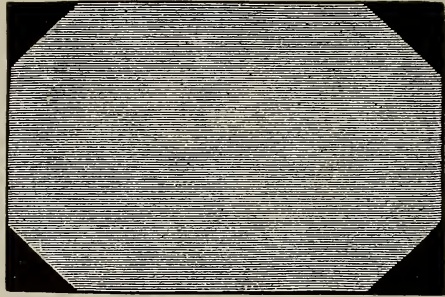


This gummed cloth can be furnished in either black, white or brown, and in widths of  $\frac{3}{4}$  or  $1\frac{1}{4}$  in.

PRICES

	Each
$\frac{3}{4}$ in. wide, 10 yards long.....	\$ .15
$1\frac{1}{4}$ in. wide, 10 yards long.....	.30

DESK PADS



DESK PAD WITH BLOTTER TOP

Made of heavy board with red leather corners and glazed paper back.  
Price each.....\$ .35 Per dozen.....\$3.50  
Size of pad, 19 x 24 inches.

Extra blotting sheets per dozen

White .....	\$ .75	Green .....	\$ .90
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PRICES

Pad size $21\frac{3}{4}$ x $25\frac{3}{4}$ ; glass size 18x24....	\$4.50
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This transparent tape is put up in two styles, strips being  $\frac{5}{8}$  in. wide.

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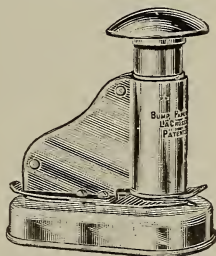
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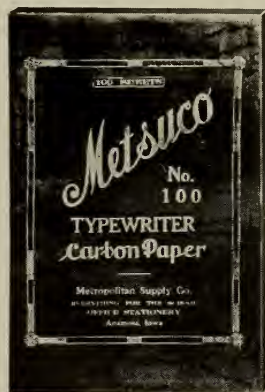
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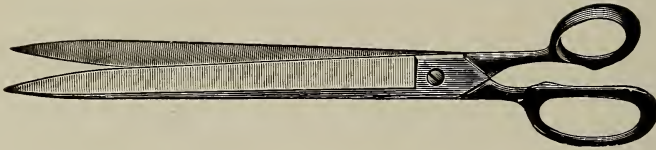
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Japanned Handle, Nickered Blades.

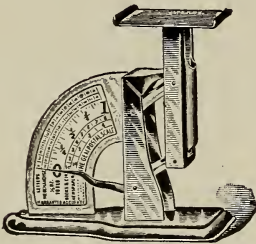
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Full Nickel.

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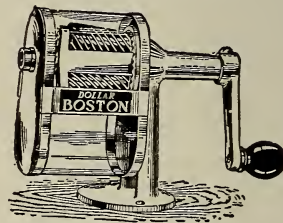


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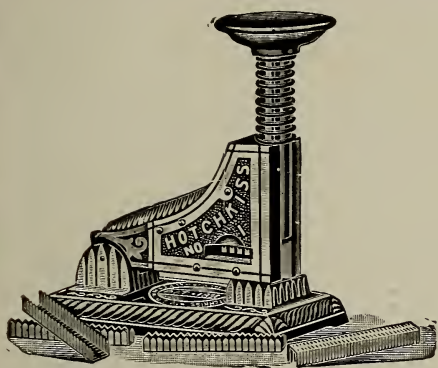


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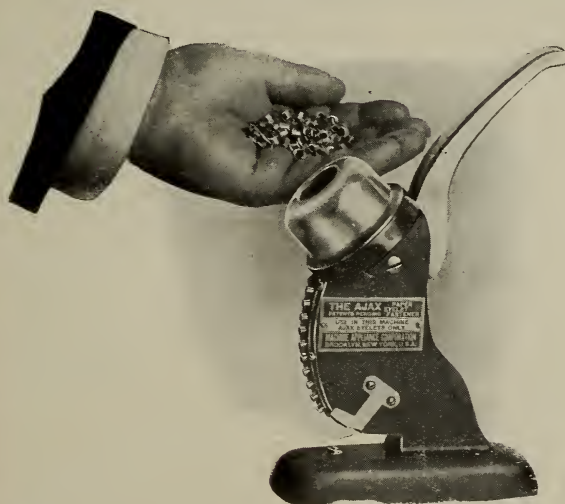
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Staples for machine (500 in a box).....\$.30

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The Ajax Eyeletter Press automatically feeds eyelets of three different lengths.

This machine will bind four times as much as any other hand operated machine, and with less effort.

Simple and strong in construction. Handsomely finished and nothing to get out of order.

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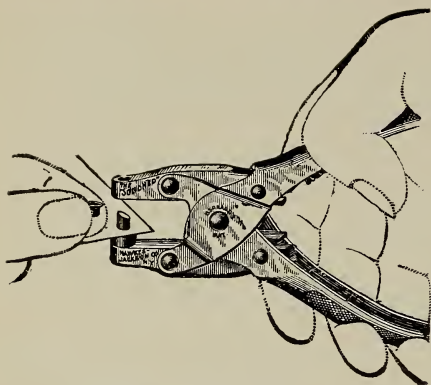


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Packed in Boxes of 500.





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To operate: Punch a hole, allow the pliers to open; without removing punch, place an eyelet with small end down on top of punch and close.



**SOLIDHED EYELETS**, best and easiest to use with this Plier, 15c per box of 250. Eyelets per M.....\$1.00

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Quotations on "special" designs and larger sizes upon application.

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A convenient, light and handy pocket seal; made of aluminum, bronze and steel; nickel plate finish. Price, with plain lettering.....\$3.00

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A compact pocket seal with nickel plate finish, size 1¾ inches, weight 12 ounces. Price, with plain lettering.....\$2.75



### THE HANDY DESK SET

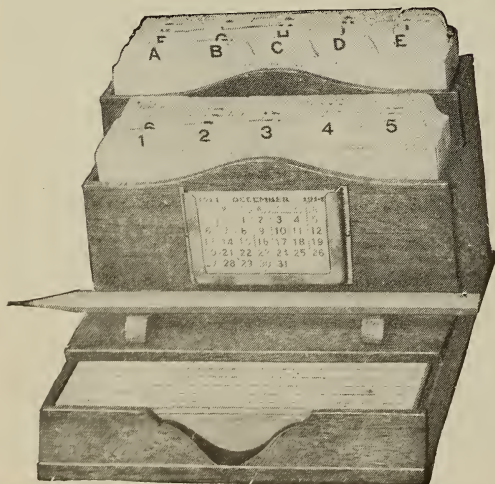
The Handy Desk Set comes in two sizes. Each set has space for memoranda alphabetically arranged, space for dates indexed numerically, a calendar always before you, your pencil handy, place for blank memo. cards in tray always at your finger ends. A practical desk accessory. Takes but little room and will not scratch or mar the finest desk finish.

#### Prices

No. 1. Contains single index compartment, size 5¼ in. wide and 5¼ in. deep. Finished in oak or mahogany, each.....\$2.50

No. 2. Contains two index compartments, size 5¼ in. wide and 7 in. deep. Finished in oak or mahogany, each.....\$3.00

Extra calendars can be furnished every year at an additional cost of 10c each.



## BRIEF CASES

No. 801 Closed



Made from best quality flexible black seal grain cowhide, two leather straps, fine nickel portfolio lock. Has strong leather ring handle, adaptable for carrying in your grip.

Fitted on the back side with pocket  $14\frac{3}{4} \times 10 \times 1\frac{1}{4}$  in. gusset, also has two pockets, one of which is  $8\frac{1}{4}$  in. wide  $\times$  10 in. deep—the other  $6\frac{1}{4}$  in. wide  $\times$  10 in. deep; and both have  $1\frac{1}{4}$  in. gusset. These two small pockets are cut down from top to make easy access.

The front side has one full size pocket  $14\frac{3}{4} \times 10 \times 1\frac{1}{4}$  in. Capacity of case about 3-3 $\frac{1}{2}$  in. 15 x 11 in. outside.....\$12.25

No. 801 Open



We also make this No. 801 in the following sizes: fitted in back with pocket,  $12 \times 9 \times 1\frac{1}{4}$  in. gusset. Also has two pockets, one of which is  $6\frac{3}{4}$  in. wide  $\times$  9 in. deep; the other  $4\frac{3}{4}$  in. wide  $\times$  9 in. deep and both have  $1\frac{1}{4}$  in. gusset.

The front side has one full size pocket,  $12 \times 9 \times 1\frac{1}{4}$  in. 12 x 10 in. outside.....\$10.35

This is a very neat appearing case, and stocked in black seal grain cowhide only.

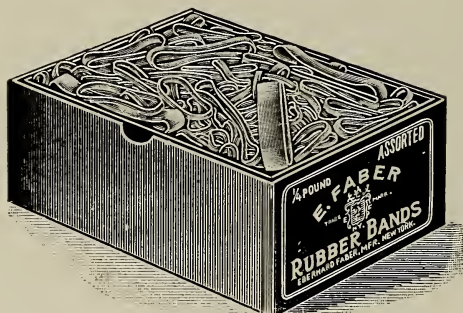
Special size quoted upon application.



## RUBBER BANDS

Both Ruby and Gray Bands

### ASSORTED RUBBER BANDS



Our bands are E. Faber make and owing to the large quantities handled fresh goods are constantly on hand. The following sizes are in bulk or put up in  $\frac{1}{4}$  lb. boxes. Owing to the fluctuations in the rubber market we are unable to guarantee prices for any length of time, but at the present market we quote as follows:

Bulk—per lb., \$2.50; 5 lb. lots, \$2.25; 10 lb. lots, \$1.85.

Put up in  $\frac{1}{4}$  lb. Boxes

Per box, \$ .75.

Lb., \$2.75; 5 lb. lots, \$2.50; 10 lb. lots, \$2.00.

Quantity prices quoted on application.

#### Thread Bands, 1-16 inch Wide.

6	$\frac{3}{8}$ inch long.	15	$2\frac{1}{4}$ inch long.
8	$\frac{7}{8}$ inch long.	16	$2\frac{1}{2}$ inch long.
9	$1\frac{1}{8}$ inch long.	17	$2\frac{3}{4}$ inch long.
10	$1\frac{1}{4}$ inch long.	18	3 inch long.
11	$1\frac{1}{2}$ inch long.	19	$3\frac{1}{2}$ inch long.
12	$1\frac{3}{4}$ inch long.	20	Thick, $1\frac{1}{4}$ inch long.
13	$1\frac{3}{4}$ inch long.	50	Thick, $1\frac{3}{4}$ inch long.
14	2 inch long.		

#### Narrow Bands, $\frac{1}{8}$ inch Wide.

27	$1\frac{1}{4}$ inch long.	31	$2\frac{1}{2}$ inch long.
28	$1\frac{3}{8}$ inch long.	32	3 inch long.
29	$1\frac{1}{2}$ inch long.	33	$3\frac{1}{2}$ inch long.
30	2 inch long.		

#### Heavy Bands, $\frac{1}{4}$ inch Wide.

61	2 inch long.	63	3 inch long.
62	$2\frac{1}{2}$ inch long.	64	$3\frac{1}{2}$ inch long.

#### Heavy Bands, $\frac{3}{8}$ inch Wide.

71	2 inch long.	73	3 inch long.
72	$2\frac{1}{2}$ inch long.	74	$3\frac{1}{2}$ inch long.

#### Heavy Bands, $\frac{1}{2}$ inch Wide.

81	2 inch long.	83	3 inch long.
82	$2\frac{1}{2}$ inch long.	84	$3\frac{1}{2}$ inch long.

We also have four different assortments of bands put up in  $\frac{1}{4}$  lb. boxes.

- 1 Comprises 8, 11, 14, 16, 18, 50, 30, 33.
- 2 Comprises 50, 30, 32, 62, 64.
- 3 Comprises 61, 62, 63, 64, 82, 84.
- 4 General assortment.

These assortments in  $\frac{1}{4}$  lb. boxes only.

The following sizes we have in ounce boxes: 8, 10, 11, 12, 14, 16, 18, 20, 28, 30, 32, 50 and assorted.

Price, per lb. (16 boxes).....\$2.75; Box \$ .20

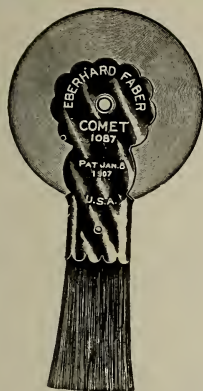
#### Package Bands, $\frac{5}{8}$ inch Wide.

		Gross	Dozen.	Each.
105	5 inch long, heavy.....	\$ 8.00	\$ .80	\$ .10
106	6 inch long, light.....	4.80	.60	.05
107	7 inch long, heavy.....	5.00	1.00	.10
109	9 inch long, heavy.....	10.80	1.20	.15



# RUBBER ERASERS

## THE COMET, NO. 1087



Through practical experience the Comet has proved itself to be the best eraser that can be used with the typewriter. Eraser comes with a scalloped metal center and a black bristle brush attached for cleaning the fuzz caused by erasing.

Price each.....10c Per doz.....\$1.00

We can also supply this eraser in our No. 1083. This style has a detachable rubber which can be replaced with a new one after it has worn out.

Price each.....25c Per doz.....\$2.50

Circular refills for our No. 1083 cost 5c each.

The Delta is a triangular shaped eraser of the same quality as our Comet. Has nickel plated mountings in the center.

Price each.....5c Per doz.....50c

No. 110. This combination ink and pencil eraser can be furnished in several sizes. Made of high grade material but made so that half can be used for erasing pencil marks and the other half for ink marks. Beveled on both edges.

### PRICES

	Each	Doz.
Mite (small size).....	\$ .01	\$ .10
Union No. 110 (medium size) .....	.05	.50
Union No. 210 (large size) .....	.10	.90



Ruby Eraser, No. 112. Red. Exact size of cut. A soft delicate eraser of unsurpassed quality.

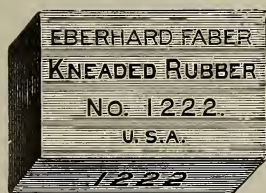
Price, each 5c; per doz.....50c

No. 212. Same quality as No. 112, but twice as large.

Price, each 10c; per doz.....\$1.00

Emerald Eraser No. 111. Green in color same size and quality as No. 112. Price, each 5c; per dozen.....50c

Emerald No. 211. Same quality as No. 111, but twice as large. Price, each 10c; per dozen.....\$1.00



This Kneaded Rubber is of dough-like consistency, and is remarkably effective in cleaning drawings. Used as a dry rubber it will not soil or smooch in erasing. Each block is wrapped in silver foil.

### Small Size

Price each.....5c Per doz.....50c

### Large Size

Price each.....10c Per doz.....\$1.00

We carry Faber's entire line of Erasers, but list only the choicest of the choice in this booklet.

## PENCILS

The Metsuco Pencil has a green finish, hexagonal shape, embossed gilt tip, finest quality ruby rubber eraser. This pencil is manufactured exclusively for us, and is the result of years of careful study and experimenting as to the color and consistency of lead most suitable for use in the school room and office. This was no small task, but the result is well worth the effort, for in the two grades of our "Metsuco" pencil you will find lead suitable for use with any quality of paper.



The No. 2 grade is a medium soft pencil for use with soft cheap papers either in the highly glazed or rough finishes. The lead is high grade graphite with maximum wearing qualities.

The No. 3 grade is the finest Office Pencil made. We will match them against any brand regardless of price. The lead is as smooth as velvet and just firm enough to make it the best all around office pencil on the market. Guaranteed to be best possible quality.

Cheapest because they are Best.

No. 2 Metsuco, per dozen, 60c; per gross.....	\$6.00
No. 3 Metsuco, per dozen, 60c; per gross.....	6.00



An Ideal Pencil for the Primary Rooms, with extra large lead, black polished, stamped with silver. 1 dozen per package,  $\frac{1}{2}$  gross per box.

Price, per dozen, 56c; per gross.....	\$5.60
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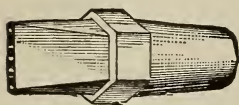


Round, yellow polished. Extra large very black lead. Ideal for drawing.  
1 doz. in pkg., 6 dozen in a box.

Price, per dozen, 52c; per gross.....	\$5.25
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Assorted finish, hexagon, one of the best cheap pencils made.	
Price, per dozen, 30c; per gross.....	\$3.60



Wedge-shaped Red Rubber Head for pencils. An excellent eraser.

Price per dozen.....	15c
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Seven inches of pencil perfection. Leads that never vary, writes clearly, erases clean. Round gilt tips and red eraser rubber, hexagon shape, yellow finish.

No. 1, per dozen, 50c; per gross.....	\$5.40
No. 2, per dozen, 50c; per gross.....	5.40
No. 3, per dozen, 50c; per gross.....	5.40
No. 4, per dozen, 50c; per gross.....	5.40



Dixon's "Best" Colored Crayon Pencils are the best manufactured. Seven inches in length, choicest pigment, finished in colors corresponding with the colors of the lead.

No. 320, Light Blue, per dozen, \$1.00; per gross.....	\$10.00
No. 321, Carmine Red, per dozen, \$1.00; per gross.....	10.00
No. 353, Yellow, per dozen, \$1.00; per gross.....	10.00
No. 354, Green, per dozen, \$1.00; per gross.....	10.00
No. 352, White (Perfection, personified), per dozen.....	10.00

### DIXON'S "ELDORADO," The Master Drawing Pencil

Dixon's "Eldorado" Pencils are known as "the master drawing pencils" the world over. The lead is of very fine texture. Graded to world's standard in 17 degrees. We carry the full line, but list here only a few for ordinary office use.

B (soft, black), per dozen, 70c; per gross.....	\$9.25
H B (hard, black), per dozen, 70c; per gross.....	9.25
F (firm), per dozen, 70c; per gross.....	9.25
H (hard), per dozen, 70c; per gross.....	9.25
2 H (harder), per dozen, 70c; per gross.....	9.25
3 H (very hard), per dozen, 70c; per gross.....	9.25
4 H (extra hard), per dozen, 70c; per gross.....	9.25



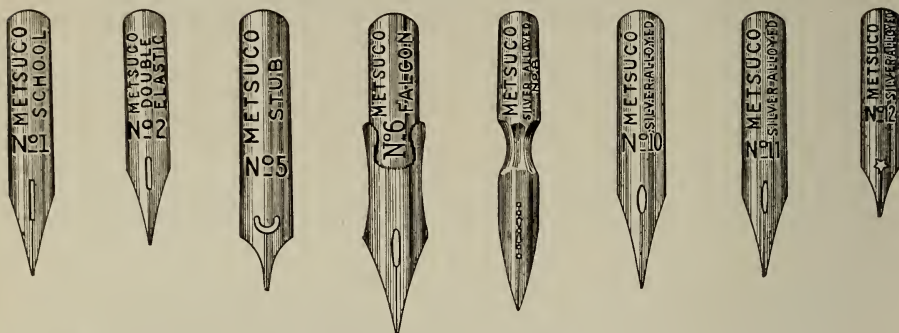
Venus Copying Pencils have no equal. 1 dozen in a box; ½ gross in a carton.

No. 165, Medium, per dozen, \$1.15; per gross.....	\$6.10
No. 168, Hard, per dozen, \$1.15; per gross.....	6.10

If you like a hard copying pencil, try No. 168. You will be pleased with it.



## METSUCO PENS.



Metsuco Pens are manufactured from the best grade of alloyed silver, and are least affected by ink acids. They will give you excellent service. No. 1, School; No. 2, Double Elastic, the best school pen we have; No. 5, Medium Stub; No. 6, Medium Falcon; No. 8, Accountant; No. 10, Business; No. 11, Business; No. 12, Ladies.

Price per gross .....60c

## ESTERBROOK PENS.



Esterbrook Pens have been manufactured for over fifty years, and are still leaders. No. 702, Modified Slant; No. 14, Bank; No. 128, Extra Fine; No. 761, 782, and 773, Natural Slant, best pens for school use; No. 556, Rigid; No. 453,, Business.

Price per gross .....60c

## BLYMER PENS

Yes, we have 'em. All numbers.

Price per gross .....\$1.25

PENHOLDERS



The Metsuco.

The Metsuco is the best penholder that can be used for school purposes. It is all wood and made in one piece. Nothing to come apart or break.

Price, per dozen.....	.20
Price, per gross .....	\$1.75



Medium, assorted polishes, taper handles, cone shape cork tips, bonin nib.

No. 77. 1 dozen in a box, per dozen.....	\$ .60
1 dozen in a box, per gross.....	6.65



No. 78 Korka. Assorted polishes, taper cedar handles, cone shaped cork tip, projecting nibs.

1 dozen in a box, per dozen 60c; per gross.....	\$6.65
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**SANFORD'S INKS.**

Sanford's Ink is the best that can be used for school purposes. Bottles have a patent spout which makes it easy to pour without spilling.

**PREMIUM WRITING FLUID.**

Writes a brilliant blue which turns to an intense and permanent black.

	Each.	Doz.
No. 1—Quart bottles with patent spout.....	\$1.25	\$12.75
No. 2—Pint bottles with patent spout.....	.75	7.75

**CARDINAL RED.**

A Brilliant and Fast Color.

	Each	Doz.
No. 141—Quart bottles with patent spout.....	\$2.00	\$19.50
No. 142—Pint bottles with patent spout.....	1.15	11.65

**CARTER'S INKS.**

Carter's Inks have kept up their superior quality through all these years and we can safely recommend this ink where quality instead of quantity is preferred.

**Real Black Ink.**

Writes blue at start and turns to black. Free flowing.

	Each.	Doz.
No. 711—Quart bottles with pourout .....	\$1.35	\$13.50
No. 712—Pint bottles with pourout.....	.80	8.15

**Koal Black Ink.**

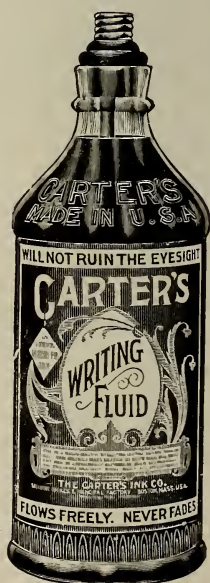
The standard black ink for school use.

	Each.	Doz.
No. 71—Quart bottles with pourout.....	\$1.30	\$12.75
No. 72—Pint bottles with pourout.....	.75	7.60

**Carmine Writing Fluid.**

A brilliant Red Ink that does not bronze or offset.

	Each.	Doz.
No. 381—Quart bottles with pourout.....	\$1.95	\$19.50
No. 382—Pint bottles with pourout.....	1.15	11.60





# SANFORD'S INKS



Nos. 129 and 130  
1-oz. and 2-oz.  
Accountants' Stand  
Hard Rubber Slip Cap

No. 129  
1 ounce, 15c  
No. 130  
2 ounce, 25c



Nos. 141, 142 and 143  
Quart, Pint and Half-Pint  
With Patent Spout

No. 1—Quarts  
\$1.25



No. 2—Pints  
75c  
No. 3— $\frac{1}{2}$ -Pints  
45c



No. 507  
4-oz. Fountain Pen Filler  
Each, 35c



No. 276. 2-oz.  
No. 278. 4-oz.  
For Self-Filling Pens  
Put up in Cartons  
No. 278 35c

No. 141—Qts.  
\$2.00  
No. 142—Pts.  
\$1.15  
No. 143— $\frac{1}{2}$ -Pts.  
70c

Nos. 1, 2 and 3  
Quart, Pint and Half-Pint  
With Patent Spout



No. 298. 1 Doz. in Display Box  
Each, 35c



No. 110  
1 $\frac{1}{2}$ -oz. Rubber Stamp Ink  
with Stopper Brush  
Each, 50c  
Red, Blue, Violet, Green  
Black or Cardinal

# SANFORD'S ADHESIVES



No. 431  
Quart, with Patent Cup Cover  
No. 432  
Pint, with Patent Cup Cover

No. 431—\$1.05  
No. 432— .65



No. 430  
Tubes  
In Cartons

Each. 10c



UTOPIAN

The central water chamber keeps the brush and paste in perfect condition.

No. 534. 5-oz.	No. 532. Pint.
No. 533. 8-oz.	No. 531. Quart.

No. 534—\$ .35	No. 532—\$ .75
No. 533— .55	No. 531— 1.20



Nos. 381, 382 and 383  
Quart, Pint and Half-Pint  
Hard Rubber Top

No. 381—\$1.25  
No. 382— .75  
No. 383— .45



Nos. 401, 402 and 403  
Quart, Pint and Half-Pint  
Hard Rubber Top

No. 401—\$1.05  
No. 402— .65  
No. 403— .40



No. 435. Gallon Jar

Each, \$3.15



## SANFORD'S LIBRARY PASTE.



Sanford's Library Paste is guaranteed to never dry except when it is wanted. A pure white paste that sticks instantly and dries in ten seconds.. without discoloring anything. Put up in specially patented Utopian jars that have a water well in the center to always keep the brush clean and moist.



	Each	Doz.
No. 531—Quart jars with brushes.....	\$1.20	\$12.00
No. 532—Pint jars with brushes.....	.75	7.30
No. 533—Half Pint jars with brushes.....	.55	5.25
No. 534—5 oz. jars with brushes.....	.35	3.40

## CARTER'S PHOTO-LIBRARY PASTE.



## SANFORD'S MUCILAGE.



A stiff white paste that sticks like a car window on a hot sultry day. This paste is put up in jars with a side well for holding the brush out of the paste and also to keep it moist and clean.

	Each....	Doz.
No. 801—Quart jars, double side well with brush....	\$1.20	\$12.00
No. 801½—Pint jars, double side well with brush....	.75	7.50
No. 802½—½ pint jars, double side well with brush....	.55	5.25
No. 803—5 oz. jars, double side well with brush....	.35	3.40

This mucilage is made from pure gum arabic. It is put up in unique and attractive bottles. Extra heavy and guaranteed not to sour or mold under any climatic conditions. A really superior mucilage.

	Each....	Doz.
No. 381—Quart bottles, hard rubber cork tip..	\$1.25	\$12.75
No. 382—Pint bottles.....	.75	7.70
No. 383—½ pint bottles..	.45	4.50
No. 384—4 oz. wide mouth, fine brush jap. handle	.20	1.90



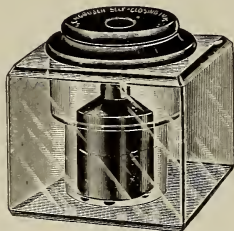
## INKWELLS AND STANDS.



No. 51

This style of inkwell is made up of all glass with a hard top that screws right on. Three inches in height and three inches in diameter. Has a patent self-closing top that does not permit the ink to evaporate..

Price, each.....\$1.50



No. 52.

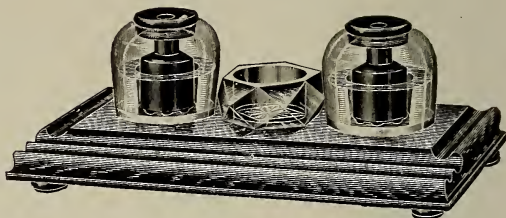
This inkwell can be furnished in either the plain or cut glass. Can be used singly or as an addition to the base illustrated on this page.

No. 52—Cut glass, 3 in square ..... \$2.00

No. 53—Plain glass, 3 in. square ..... 1.75

No. 54—Cut glass 3½ in. square ..... 2.75

No. 54A—Cut glass 4 in. square ..... 4.25



## STANDARD BASE SETS

Above illustrates Nos. 125-51.

Oak Base with No. 51 Inkstand.

No. 105-51—Single Desk with one No. 51....\$2.75

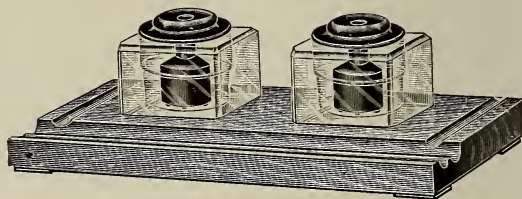
No. 107-51—Double Desk with one No. 51.... 3.00

No. 115-51—Single Desk with two No. 51.... 4.75

No. 117-51—Double Desk with two No. 51.... 5.25

No. 125-51—Single Desk with two No. 51.... and sponge cup..... 5.50

No. 127-51—Double Desk with two No. 51 and sponge cup..... 6.25



## COLONIAL BASE SETS.

Mahogany Base with No. 52 Glass Inkstand.

Above illustrates No. 412.

No. 402, for single desk with one No 52.....\$3.50

No. 404, for double desk with one No. 52..... 3.75

No. 412, for single desk with two No. 52..... 6.00

No. 414, for double desk with two No. 52..... 6.75

No. 422, for single desk with two No. 52 and sponge cup ..... 6.75

No. 424, for double desk with two No. 52 and sponge cup ..... 7.75

Tops may be either red or black... Unless otherwise specified all inkwells with black tops will be shipped.

## CARD HOLDERS



No. 22

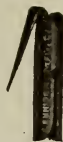
In bulk, 1000 in a box  
Per gross, 20c.  
Per 1000, \$1.00



No. 37

(Steel)

Per gross, \$1.50  
1 gross in a box.



No. 25

(Steel)

Per gross, 40c  
1 gross in a box.



No. 13

HOOK

Made without teeth.  
Per gross, \$2.25  
3 dozen in a box.  
60c a box.



No. 14

Per gross, \$2.25  
3 doz. in a box.  
60c a box.



Passe-Partout Hangers.

No. 1

$\frac{1}{4}$  gross in a box.  
Per gross, 60c.  
1 gross in a box.  
Per gross, 50c.  
1000 in a box.  
Per 1000, \$2.50

## CONSECUTIVE NUMBERS

Printed on good white paper, heavily gummed. Handy for numbering library books, shelves, chairs, coat-room hooks, etc.

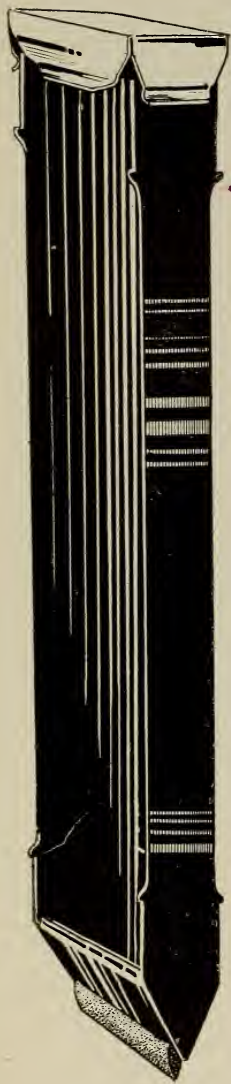
## PRICES

Sheet

201	221	241	261
202	222	242	262
203	223	243	263
204	224	244	264

5-16x9-16, 1 to 10,000, 200 to sheet .....	\$ .10
7-16x13x16, 1 to 2,500, 100 to sheet .....	.10
11-16x9-16, 1 to 1,000, 50 to sheet .....	.10
1 $\frac{3}{8}$ x2 $\frac{5}{8}$ , 1 to 500, 20 to sheet..	.05





### THE SENGBUSCH MUCILAGE APPLIER

The Sengbusch Refillable Mucilage Applier is moulded in one piece, of genuine hard rubber, polished, and presents a very neat appearance. Projecting shoulders on both sides keep it raised from the surface when it is laid down. The highly polished nickel top gives it an attractive finish, and altogether it is an ornament to any desk.

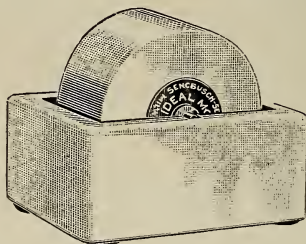
The cap is made of spring brass, nickel plated, and with a flexible cushion inside, which securely closes the end of the tube. It springs on over lugs on the end of the tube, holding it firmly. Just slip the cap off, fill with mucilage from the bottle, replace cap, and it's ready for use. No delay. No trouble. No muss.

One filling will last, in average use, several months, because none of it is wasted.

The tongue is of soft rubber. When pressed against the paper it bends back and uncovers an opening in the hard rubber underneath and allows the mucilage to flow down. Tongue spreads it evenly over the surface. The instant the tongue leaves the paper it springs back into place, sealing the opening like a cork. No smearing, no waste.

Price .....\$0.50

### THE IDEAL SANITARY MOISTENER



Here's a moistener for fingers, postage stamps, gummed labels, envelope flaps, etc., that applies the right amount of moisture, quickly, surely and easily. It is sanitary and efficient. The wheel revolves without resistance or noise. Nothing to wear out, no rubber to harden or become useless; no sponge to sour with accumulating filth; no wicks, felt or gauze to fill up. Made of glazed white porcelain with nickel polished metal parts.

It saves time and money; it saves soiling of fingers; it saves messy splatterings of water.

Price .....\$1.50



Take the Bother  
Out of  
Document Filing

---

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## What makes this Document Envelope different?

*"No Rubber bands or  
tapes" you say.—"Then  
what does hold it closed?"*

Two nickeled spring  
steel clasps, one on  
each end, that grip the  
folds at any expansion  
desired.

By this arrangement  
there is no obstruction  
on the outside. The  
clasps slide in under  
the fold and are out of  
the way leaving envel-  
ope perfectly smooth of  
surface on all sides.

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With Bandless Document Envelopes

### "How about Durability?"

The durability is incomparable. Being made only of paper and metal there is nothing to rot, such as rubbers; no tapes to wear in tying or un-tying and the heavy, high grade manila paper will last indefinitely.

# Nothing to Catch

*No rubber bands to rot  
No strings to break  
No tapes to tie or decay  
No hooks to catch  
Eliminates annoyance  
Documents spick and span*

The **BANDLESS** exactly fits into the wish you have often expressed and sought in vain to satisfy. It saves 25 per cent or filing space.



## If the "BANDLESS" fails to suit don't pay for it.

If you do not find the **Bandless** the finest thing of its kind you have ever seen—if it fails to do any of the things we claim for it you do not have to pay us one cent. We guarantee every envelope.

### Retail Price List of Stock Sizes

#### IN NATURAL MANILA COLOR

		<i>Fifty</i>	<i>Hundred</i>
<i>Size 1</i>	9 x 4 inches . .	\$ 6.00	\$ 10.00
<i>Size 2</i>	9½ x 4 inches . .	6.00	10.00
<i>Size 3</i>	10 x 4½ inches . .	6.25	10.50
<i>Size 4</i>	10½ x 4½ inches . .	6.50	11.00
<i>Size 5</i>	11 x 5 inches . .	7.00	12.00
<i>Size 6</i>	10½ x 6 inches . .	8.00	13.50
<i>Size 7</i>	12 x 9 inches . .	10.00	17.00
<i>Size 8</i>	15 x 9 inches . .	11.00	19.00

Above eight sizes expand up to 2 inches only

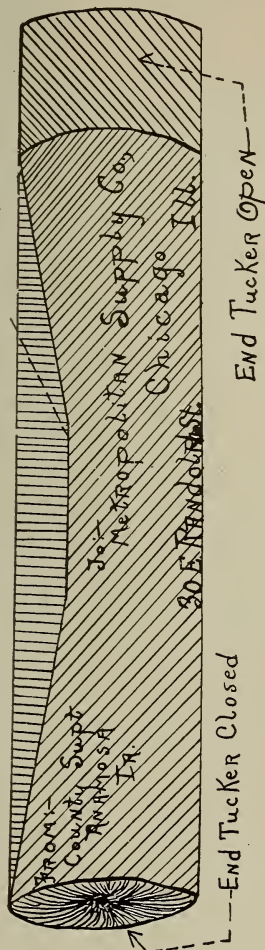
<i>Size D1</i>	9 x 4 inches . .	\$ 6.50	\$ 11.00
<i>Size D2</i>	9½ x 4 inches . .	6.50	11.00
<i>Size D3</i>	10 x 4½ inches . .	7.00	11.50

Above three sizes expand from 2 to 4 inches and cannot be used until package is 2 inches thick or over.



PRINTING FORMS: \$1.50 for first 100 or fraction, 50 cts. for each additional 100 or fraction.

## Polly Wrapper Closed



## MAILING DEVICES

## POLLY WRAPPERS

A polly wrapper is a mailing device which is preferred by many to the mailing tubes. It is a piece of chip-wood with wrapper attached and lays perfectly flat. The article to be mailed is placed on top of the flat surface and is rolled up and tied with the tension spring. It is lighter than the tube and much more convenient for inserting and also removing the article to be mailed.

## PRICES

6x10.....	\$2.50 per 100	9x16.....	\$3.50 per 100
6x12.....	2.75 per 100	9x18.....	3.75 per 100
9x14.....	3.25 per 100	10x24.....	5.00 per 100

If printed return is desired, add \$1.50 to order.

## MAILING TUBES

## The Spiral Light Weight Mailing Tube

## PRICES

12x1.....	\$2.50 per 100	15x1½.....	\$4.00 per 100
14x1½.....	3.50 per 100	18x1½.....	4.50 per 100

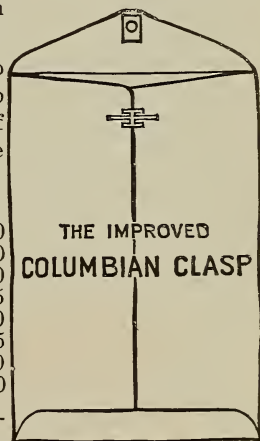
## The Improved Columbian Clasp Envelope

These envelopes are put up in boxes of 250 envelopes to the box. They are made of 60 lb. Jute Stock and have tough wearing qualities.

Price per Box, \$2.50

4x9 .....	\$2.50
5x11½ .....	3.00
6x9 .....	3.00
7x10 .....	3.25
8x11 .....	4.00
9x12 .....	4.25
10x12 .....	5.00
10x13 .....	6.00

Other sizes furnished on application.



## TENSION TIE ENVELOPES

Pure Jute Tension Envelopes with patent washer inside of envelope covering eyelet to protect contents. Put up in boxes of 250 envelopes to the box.

## PRICES

4¾x6¾ .....	\$2.40
4½x10¾ .....	2.80
5½x8¾ .....	2.70
6¾x9½ .....	2.80
7½x10½ .....	3.00
9 x12 .....	4.05
11½x14½ .....	5.65

Other sizes furnished on application.





**"BULL'S EYE" CONSTRUCTION PAPER**

A line of beautifully tinted papers for drawing construction and mounting.

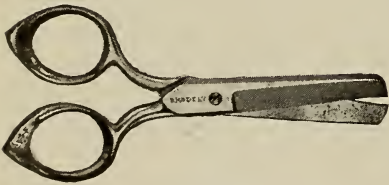
These prices are based on a 9x12 sheet allowing 50 sheets to the package. Weight of package, 1 lb.

For 6x9 divide in half; for 12x18 multiply by 2.

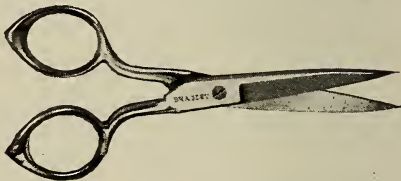
No.	Color	
1	Raw Umber	15c
2	Caled'n Brown	15c
3	Cream	15c
4	Gray	15c
5	Slate	15c
6	Pearl Gray	15c
7	Smoke Gray	15c
8	Prussian Blue	19c
9	Antwerp Blue	15c
10	Malachite Green	15c
11	Grass Green	15c
12	Sage Green	19c
13A	French Gray	15c
14	Crimson	24c
15A	Sepia	15c
16	Black	19c
17A	Vandyke Brown	15c
18	Burnt Umber	15c
19	Tan	15c
20	Steel Blue	15c

Assorted colors, 20c

Samples sent on request. Get our quantity discount prices before ordering.



No. 1B



No. 4.

**SCHOOL SCISSORS**

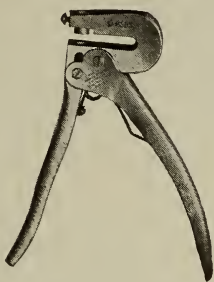
These scissors are all made with a patented handle design which fits the fingers easily.

4½ in. nickel plated scissors, headed rivet, blunt point, per dozen	\$1.75	5 in. nickel plated, screw rivet, sharp points, heavy construc- tion, per dozen	\$2.50
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## SAMPSON HAND PUNCH NO. 1



Furnished with 3-11 punch and die unless otherwise specified



Drop Forged Steel      Nickel Plated  
Throat  $1\frac{3}{8}$  Inches Deep.

Opening Between Dies  $\frac{1}{4}$  Inch.

Will punch sheet iron and soft steel up to 20 gauge, and paper, cardboard, leather, etc, up to  $\frac{1}{4}$  inch thickness.

Will take interchangeable punches and dies in sizes from 1-16 inch to  $\frac{1}{4}$  inch diameter.

No. 1 Samson Hand Punch, each.....\$2.00

No. 1 extra punches and dies in wooden box, per set of six..... 3.60

## THE SAMSON EYELET TOOL

It makes a neat, firm binding for all correspondence, legal documents, records, reports, agreements, estimates, etc., etc.

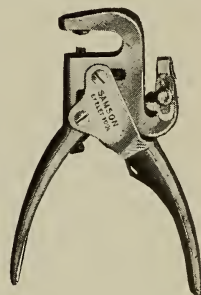
It punches a clean, accurate hole and clinches the eyelet perfectly, making the most presentable, well-finished job with minimum effort.

## Special SAMSON Advantages

The spring collet, patented, holds the eyelet for inserting, preventing its slipping out of position.

The gauge fixes the margin exactly as desired. Each hole is punched the same distance from the edge.

The Samson perforating punch and die are made of the best grade tool steel, carefully hardened. The tool is simple, strong and well finished. Price \$2.50.



## OUTLINE MAPS OF U. S., IOWA, ILLINOIS, OKLAHOMA, SOUTH DAKOTA

UNITED STATES AND POSSESSIONS



Of all the appliances now offered to schools none is more genuinely helpful or practical than the 16x21 Outline Maps. They furnish the foundation for quick, accurate and instructive class work in geography, in history and in school reading.

100 Maps.....\$ 3.50

500 Maps..... 12.50

1000 Maps..... 17.50

## OFFICE DESKS



No. 147

Selected White Oak with 5-ply built up quartered oak writing bed, and 3-ply oak back and end panels. Three upper drawers equipped with flat keyed locks. Lower drawers are self-locking. Lower right hand drawer double. Two upper right hand drawers supplied with movable partitions, all dovetailed front and back, and have 3-ply built up bottoms. Sliding casters, dust and vermin proof metal case bottoms. Finished in Light Golden, dull, size 30x54. Weight 175 lbs. ....\$28.00

No. 47—Office desk, same as 147, 25x54, wt. 165 lbs., plain oak.....\$22.75

No. 12H—Same as 147, 25x53, plain oak .....\$18.00

No. 58



Made only in quartered white oak. Five-ply built-up writing bed, top and panels. Heavy arms faced with veneer. Hard-wood drawers finished inside and fitted with movable partitions and with framed-in 3-ply bottoms. Center drawer with separate lock, in knee space. Interior case has all wood boxes, document drawers, and private locker with lock and duplicate flat keys. Large drawer partitioned for books in right pedestal. Pedestal have mouse-proof bottoms. Sliding shoes.

ing shoes.

Light golden oak finish. To order without extra charge, Weathered, Fumed or Early English finish.

Illustrating 60-inch size.

Length	Width	Height	Weight	Price
No. 58—54 in.	32 in.	42 in.	245 lbs.	\$48.98
No. 58—60 in.	32 in.	42 in.	260 lbs.	50.99

**Note** — We carry a very Extensive Line of Office Desks, Typewriter Desks, Office Tables and Chairs. Write us if you do not find what you want listed in this booklet.



## ALL STEEL TYPEWRITER TABLE

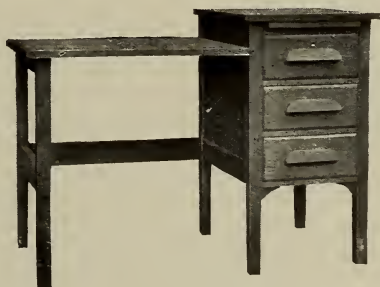


The All Steel Typewriter Cabinet gives the opportunity of systematizing one's work with precision and accuracy. Takes up little space and is easily moved about. The entire cabinet can be folded up when not in use and placed in any corner. Has ample room for stationery and supplies.

## Dimensions, Prices, Etc.

Cabinet (small size) open, covers floor space 25x43 in.; closed, 25x25 in. Inside, not including stationery cabinet, 15 $\frac{3}{4}$  in. wide, 17 in. deep, 13 in. high.  
 Price ..... \$25.00

Cabinet (large size) covers floor space 27x49 in.; closed 24x27 in. Inside, not including stationery cabinet, 18 $\frac{3}{4}$  in. wide, 20 in. deep and 14 in. high.  
 Price ..... \$28.50



## No. 193

A very practical typewriter stand of the same grade and description as our sanitary desks. The stand folds up and is shipped KD.

Length	Width	Height	Weight	Price
42 in.	20 in.	26 in.	70 lbs.	\$14.00

OFFICE CHAIRS

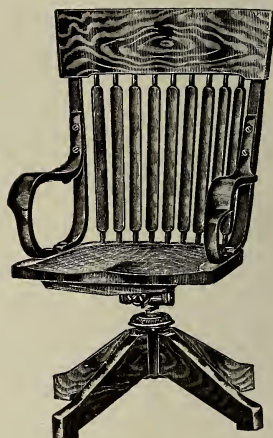
No. 924. Has saddle seat, made of Golden Elm in gloss finish.

Price .....\$10.00

No. 824. Same as No. 924 but has no side arms.

Price .....\$7.50

No. 924



No. 8165-6



No. 8165-6. Elm, Golden Oak, finish dull bowl seat.

Price .....\$10.60

No. 8165-2



No. 8165-2. This chair is built same and is a companion chair to No. 8165-6. Weight 18 pounds.

Price .....\$5.30

## RATTAN BASKETS



Close Woven Willow baskets.  
All dimensions given in inches.

Height	Width	Each
11½	13	\$1.00
13	14	1.25
14	15	1.40

## METAL WASTE BASKET

The most practical of all waste baskets. The solid sides and bottom prevent pencil shavings, dust, fine paper, etc., from sifting through on the floor. Beautifully finished in oxidized copper.

10½ in. square at top, 13½ in. high, 8½ in. square at bottom.

Price, each.....\$1.50

A guaranteed waste basket made of tough, strong fibre, sanitary and fire proof. Finished in Olive Green.

## PRICE

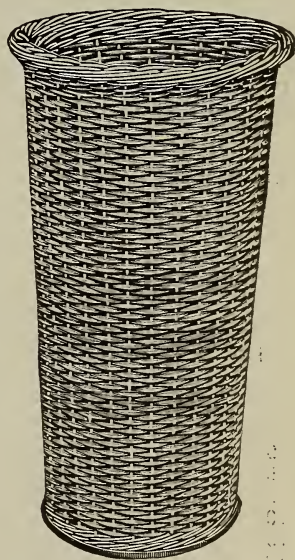
Height	Width	Each
14	12	\$1.50

## THE DANDEE WASTE BASKET

A round waste paper basket made of cold pressed steel, finished in oxidized copper, absolutely fireproof and indestructable. Has no opening in bottom or sides.

## PRICES

Height	Width	Each
12	11	\$1.40
14	13	2.00



Twenty - seven in. in height and 15 in. in diameter at top.  
Price each .....\$2.50



### THE "BIG BEN" PERIODICAL BINDER

County Superintendents have long desired a suitable binder for filing circulars from the State Superintendent and other printed matter. The "Big Ben" Binder meets every requirement. Circulars of various sizes may be inserted if desired, and held firmly in place as a bound book. Sections may be removed without injury to the binder. Covers are heavy and have the appearance of a bound volume.

#### How to Operate the Binder.

**FIRST:** Unlock binder by pushing sliding rod to the right and pull out the binding rods.

Mark with pencil the two spots where the magazine strikes the binding rods, as shown in Fig. 1.

**SECOND:** Open the magazine to about the center, and mark with a pen knife or paper cutter, make a slit through the back of the magazine at each pencil mark and insert tie clips (single or double) into position as shown in Fig. 2. (If the magazine is side stitched be sure to make the slit through the center of a section.)

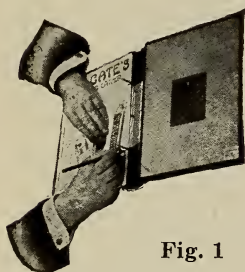
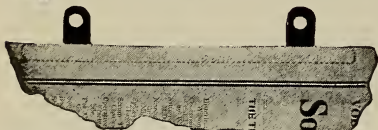


Fig. 1



Union Tie Clip

Fig. 2



Single Tie Clip



Fig. 3

**THIRD:** Slip the tie clips over the binding rods and close the binder, Fig. 3.

No Punching of holes necessary.

Sizes listed below will fit most of the Standard Periodicals

Size Binding Side First	Maroon Library Buckram		Size Binding Side First	Maroon Library Buckram	
	Number	Each		Number	Each
9 x 6 x 1	1901	\$1.20	12 x 8½ x 1½	2109	1.65
9 x 6 x 2	1902	1.25	12 x 8½ x 2½	2110	1.75
9 x 6 x 3	1903	1.30	12¼ x 9¼ x 1½	2201	1.65
10 x 7 x 2½	2002	1.35	12¼ x 9¼ x 2¾	2203	1.75
10 x 7 x 3¼	2003	1.40	14¼ x 11¼ x 1½	2401	1.80
10 x 7 x 4	2004	1.45	14¼ x 11¼ x 3	2403	1.90
11 x 8½ x 1½	2009	1.50	14¼ x 11¼ x 4	2404	2.00
11 x 8½ x 3	2010	1.50	15 x 11 x 1½	2501	2.10
11½ x 9¼ x 1½	2101	1.55	15 x 11 x 2½	2502	2.15
11½ x 9¼ x 2¾	2102	1.60	16½ x 11¼ x 1½	2601	2.20
			16½ x 11¼ x 3	2603	2.25

BOOK CASES

No. 302

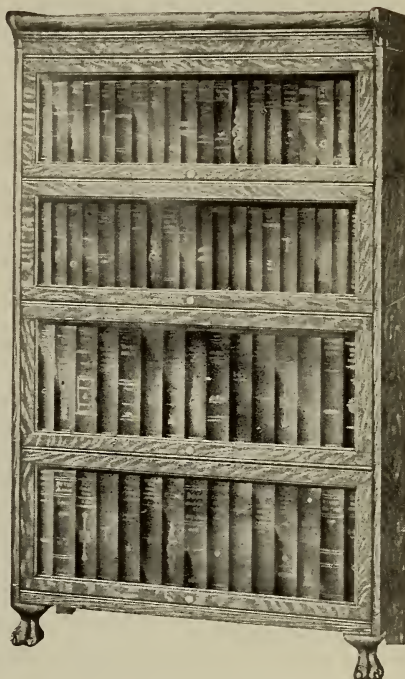
No. 302. This sectional book case consists of our No. 10 Standard Top section, two 9¼ in. Standard Book Section, two 11¼ in. Standard Book Section and No. 30 Claw Foot Base Section 5½ in. high.

The length over all is 31¼ in. and the height from the floor 57¼ in. Has Grill Doors.

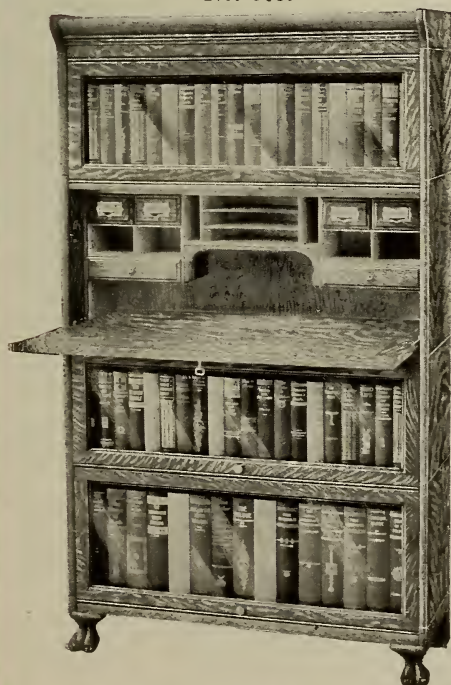
Qr. Oak or  
Imt. Mahog

No. 10 Standard Top Section.....	\$2.60
2 9¼ in. Standard Book Sections with grill doors.....	3.65
2 11¼ in. Standard Book Sections with grill doors.....	9.00
No. 30 Claw Foot Base Section 5½ in. high.....	3.75

Total \$24.00



No. 303.



No. 303. This combination of book case and desk is handy for the busy executive who likes everything at their fingers ends, or where space is limited. Consists of a No. 10 Standard Top, two 9¼ Book Section a Standard Desk Section, one 11¼ in. Standard Book Section and a No. 30 Clear Foot Base Section 5½ inches high. Length over all 34¼ in. Height over all 60 in.

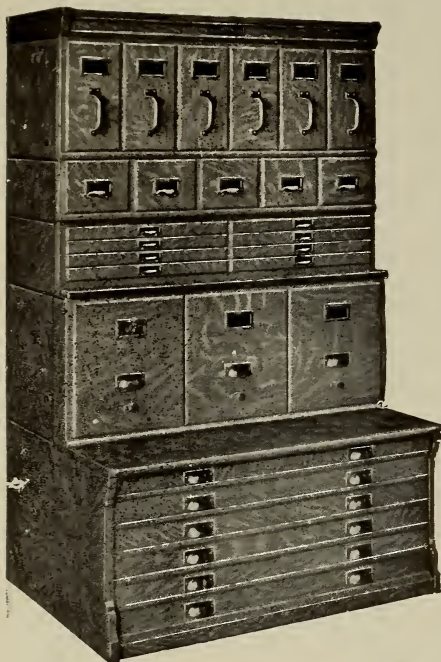
Qr. Oak or  
Imt. Mahog.

No. 10 Standard Top Section.....	\$ 2.60
2 9¼ in. Standard Book Sections, each \$2.90—\$3.60 .....	7.12
Standard Desk Section.....	11.25
1 11¼ in. Standard Book Section .....	3.75
No. 30 Claw Foot Base Section, 5½ in. high.....	3.75

Total .....\$28.47



## THE HORIZONTAL FILING CABINET



This set of units called our Horizontal Section. Comprise sections for every conceivable record. These sections are all 39½ in. wide and come in three depths: regular 15½ in., "M" medium 17¼ in., and "D" deep 27½ in. They build one on top of another to any height and absolutely solid and firm.

All exposed parts are of quarter sawed white oak (except backs), and have a standard finish. All partitions are mortised in, and the entire structure is tongue and groove jointed throughout. The large drawers are roller bearing and perfected with non-slip removable follower blocks. Solid brass hardware.

This stack consists of No. 51 Cornice Top, No. 616 Document File, No. 645 Card Cabinet, No. 248 Legal Trays, No. 9123 Letter File and No. 155 B. P., Trays for Blue Prints.

## PRICES

No. 51.	Cornice top.....	\$ 6.50
No. 616.	Six Drawer Document File.....	23.00
No. 645.	Five Drawer (6x4 cards).....	17.50
No. 248.	Eight Drawer Legal Blank.....	20.50
No. 9123.	Three Drawer Letter File.....	29.00
No. 155.	B. P. Five Drawer Blue Print.....	36.00
Total .....		\$132.50



## SIX DRAWER CABINET—PRICE

No. of Drawers	5 x 3	6 x 4	5 x 8
1 .....	\$ 4.40	\$ 5.50	\$ 7.00
2 .....	8.00	9.50	12.50
4 .....	14.00	15.00	27.50
6 .....	19.50	20.00	
9 .....	24.00		
12 .....	28.00		

Card drawers may be fitted with round or folding rods that lock the cards in  
 Round Rods, per drawer.....\$0.70      Card locking rods, per drawer.....\$1.00  
 Suspen. drawer stops, per drawer.....\$0.60

Write us for our special Filing Equipment Catalog which shows a varied assortment of stocks that can be built from various units. Our service department will be pleased to give any suggestions that may be required as to the proper stacks or units to use for any office equipment.



## SECTIONAL CARD INDEX CABINETS



Bottom Section

Bottom Sections are set under the Top Sections. These cost less than the Top Sections and also hold 1,400 cards per drawer. No Base Section is necessary. Golden, Nat. Oak and B. Mahg. Three sizes:

B325—3x5, wt. 9¼ lbs.	\$3.75
B426—4x6, wt. 11 lbs.	\$4.50
B528—5x8, wt. 14 lbs.	\$5.50



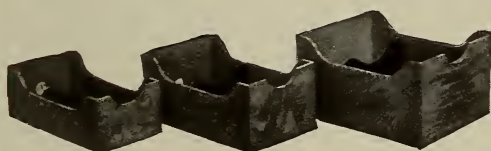
Top Section

Top Sections are complete—dependent of Bottom Sections. Capacity 2,800 cards. Golden, Nat. Oak and B. Mahg. Three sizes:

T325—3x5, wt. 11¾ lbs.	\$4.75
T426—4x6, wt. 14 lbs.	\$5.50
T528—5x8, wt. 21 lbs.	\$6.50

## CARD INDEX TRAYS WITHOUT COVERS.

Quartered Oak in Golden or Natural Finish and Birch Mahogany. Equipped with steel follow blocks and rubber feet.



Each equipped with 25 div. Buff Alphabet

11 inches front to back, capacity, 1,000 cards. Three sizes:

Golden Oak, Natural Oak or Birch Mahogany.

## For 3 x 5 Cards.

L'gth	Cap.	With Guides	Tray Only
9 in	800	\$1.10	\$ .90
10 in	900	1.20	1.00
11 in	1000	1.30	1.10

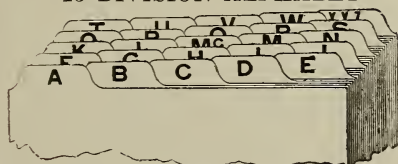
## For 4 x 6 Cards.

9 in	800	\$1.50	\$1.20
10 in	900	1.60	1.30
11 in	1000	1.70	1.40

## For 5 x 8 Cards.

9 in	800	\$1.85	\$1.50
10 in	900	2.00	1.65
11 in	1000	2.15	1.80

## 25 DIVISION ALPHABET



3x5—20c      4x6—30c      5x8—35c

Also made in larger divisions at same rate, 80 divisions, etc., to 4,000.

## BLANK &amp; RULED INDEX CARDS

## Price Per Thousand.

Size in In.	Blank	Ruled Faint Lines	Ruled Lines Marg.	Ruled F't Red Rul.	Ruled F't L's, Date & Pr. Col.
3x5	\$2.30	\$2.50	\$2.70	\$2.70	\$2.70
4x6	3.70	4.00	4.30	4.30	4.30
5x8	6.20	6.40	6.80	6.80	6.80

We carry a complete line of filing equipment, Monthly Guides, Weekly Guides, Daily Guides, Alphabetical Divisions. Write for special catalog.



### WEBSTER'S NEW INTERNATIONAL DICTIONARY

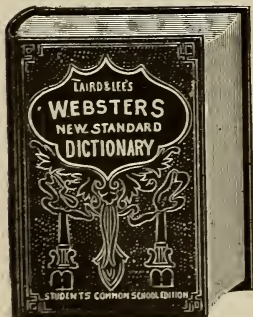
This New Dictionary contains more than double the number of words and phrases found in its predecessor, The Webster's International Dictionary. The aim of the publishers has been to make the work at once a thesaurus for the scholar and a handbook for all who read or speak the English language. Important changes have been made, the principal of which—the division of the page with the important words above and the less important below—shows a marked progress and facilitates quick consultation. The important words are printed in clear type, and not crowded as formerly with words of minor importance.

The Spelling and Pronunciation recorded is the best English usage, ascertained with special care. The historical arrangement of definitions is used throughout, presenting a picture both of what the English language is today and, in no mean degree, of what it has been at all preceding periods. The Synonyms are entirely a new work and in extent and character distinctly superior to the old; the Etymologies have been revised throughout and in many directions represent original work of special value; Legal terms are treated with more fulness and precision than in any dictionary; the Natural Sciences, Religious and Theological terms, Military and Nautical definitions, Mechanical and Civil Engineering, Mechanic Arts, Social Science, Music, Domestic Arts, completely handled.

PICTORIAL ILLUSTRATIONS have been increased to about 6,000, and utility and accuracy were the guiding principals in their selection and execution. The Biographical dictionary and Gazetteer of the World have been enlarged and corrected in accordance with the latest authorities.

This work contains more information of interest to more people than any other. Over 400,000 defined words and phrases with general information practically doubled, it represents the results of the highest scholarship while the superior quality of paper, excellence of press work and fine binding recommends it to those who want the best, and a work that is new from cover to cover. Contains 2,700 pages, 6,000 illustrations. Full Law Sheep Binding. Patent Thumb Index. Weight, 15½ lbs. Size, 12¾x9¾x5¼ in. Price to Schools and Public Libraries, \$12.60.

Bound in Buckram, marble edged, indexed. Special price to Schools and Libraries, \$10.80.



### STUDENT'S EDITION

760 pages. 840 illustrations. 19 full-page plates.

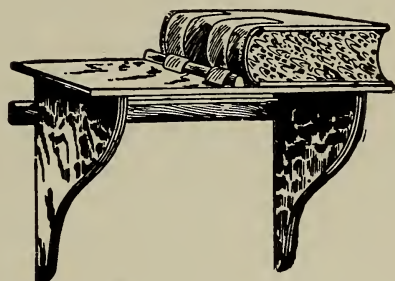
Etymologies and derivations. Hemispheres in colors and special frontispiece. Special dictionaries of music, biography, geography, biblical, historical and classical names. Size, 5x7 inches. Weight, 1 lb., 6 oz.

Extra (black) cloth, gold and blind stamped.....\$ .80

Extra cloth, marbled edges, thumb index..... .90



## THE BARTLETT DICTIONARY HOLDER



Made of Hard Wood highly finished with heavy canvas cover. No parts to be lost. Dictionary always lies flat. Weight 13 pounds.

Price .....\$1.50

## NO. 19 DICTIONARY HOLDER

The "No. 19"—Very popular as it can be adjusted to any size of dictionary. The holder can also be adjusted to any angle and is pivoted to turn to any position. The stand can be easily and quickly adjusted to any height. The leaves are of polished oak and when closed lock automatically, holding the book perfectly closed. They also lock when the book is open. The stand has four legs equipped with the best Lingum Vitae casters and always stand firmly and never tips over like three leg stands, when book is inclined. Legs are hinged together and solidly riveted. The lower book shelf or holder screws down firmly over the upper ends of the legs and holds them rigid. Bronzed Base, nickel-plated standard, bronzed attachments and fine polished oak leaves, or panels. Boxed for shipment, weight 14 lbs.



No. 19 Dictionary Holder complete .....\$2.25





### THE METSUCO DUPLICATOR.

The Metsuco enables you to make facsimile copies of anything hand-written in less time than any other method.

Solidly built on a steel frame, the steel printing bed is covered with felt over which a duplicating film made of highly sensitive gelatine passes. This film is made of the highest grade material and can be used over and over again. No chemicals are required in cleaning.

The last copy is as clear as the first on the machine. The handiest device in a County or City Superintendent's office for sending form letters.

#### PRICES

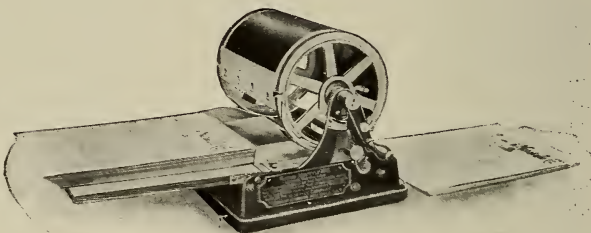
No. 1.	Printing surface	8 $\frac{1}{4}$ x 14 in.....	\$18.00
No. 2.	Printing surface	13 $\frac{1}{4}$ x 20 in.....	30.00
No. 3.	Printing surface	20 $\frac{1}{4}$ x 25 in.....	42.00
No. 1.	Extra Film	8 $\frac{1}{4}$ in. wide, 15 ft. long.....	4.00
No. 2.	Extra Film	13 $\frac{1}{4}$ in. wide, 15 ft. long.....	7.20
No. 3.	Extra Film	20 $\frac{1}{4}$ in. wide, 15 ft. long.....	8.50

#### DUPLICATING INK.

Purple, Red, Blue Black, Blue, Green, per bottle	\$ .40
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Duplicating Ribbons, each.....	1.25
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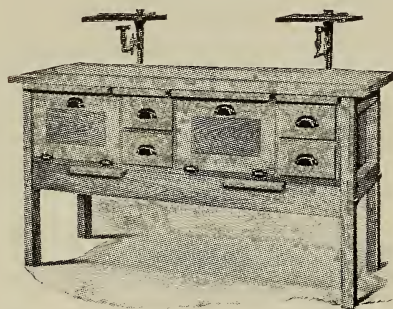


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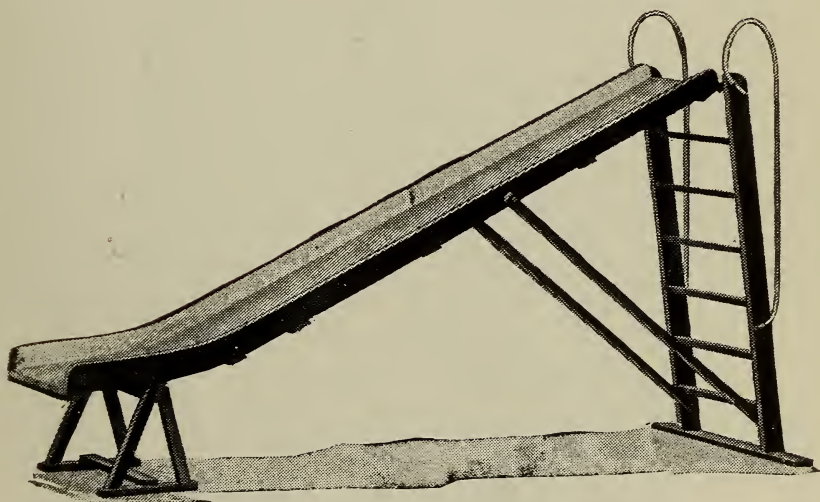


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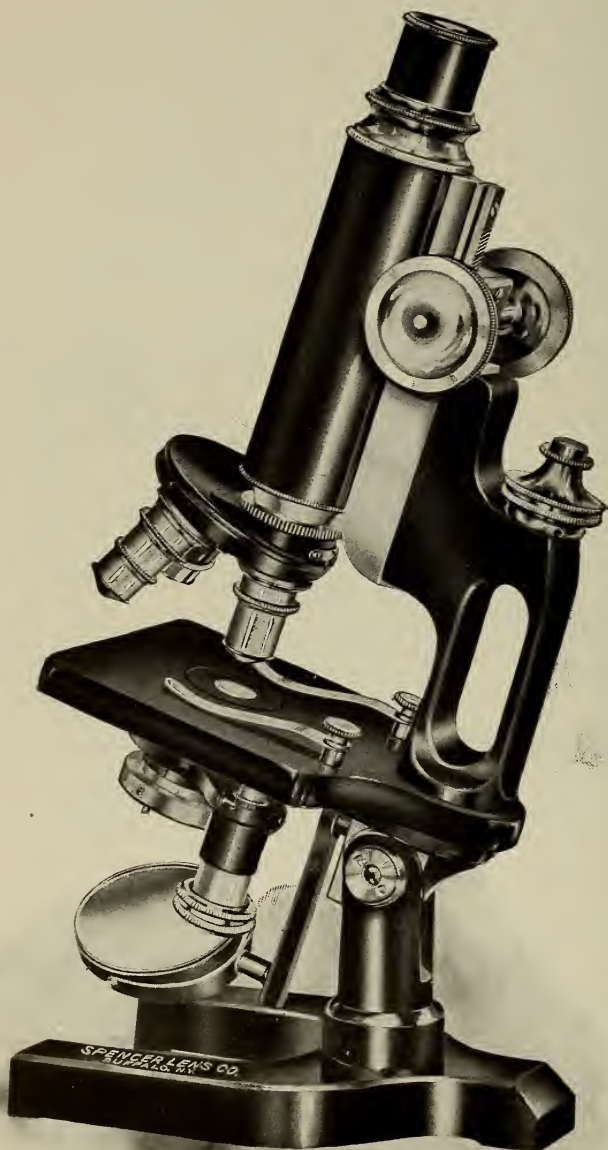


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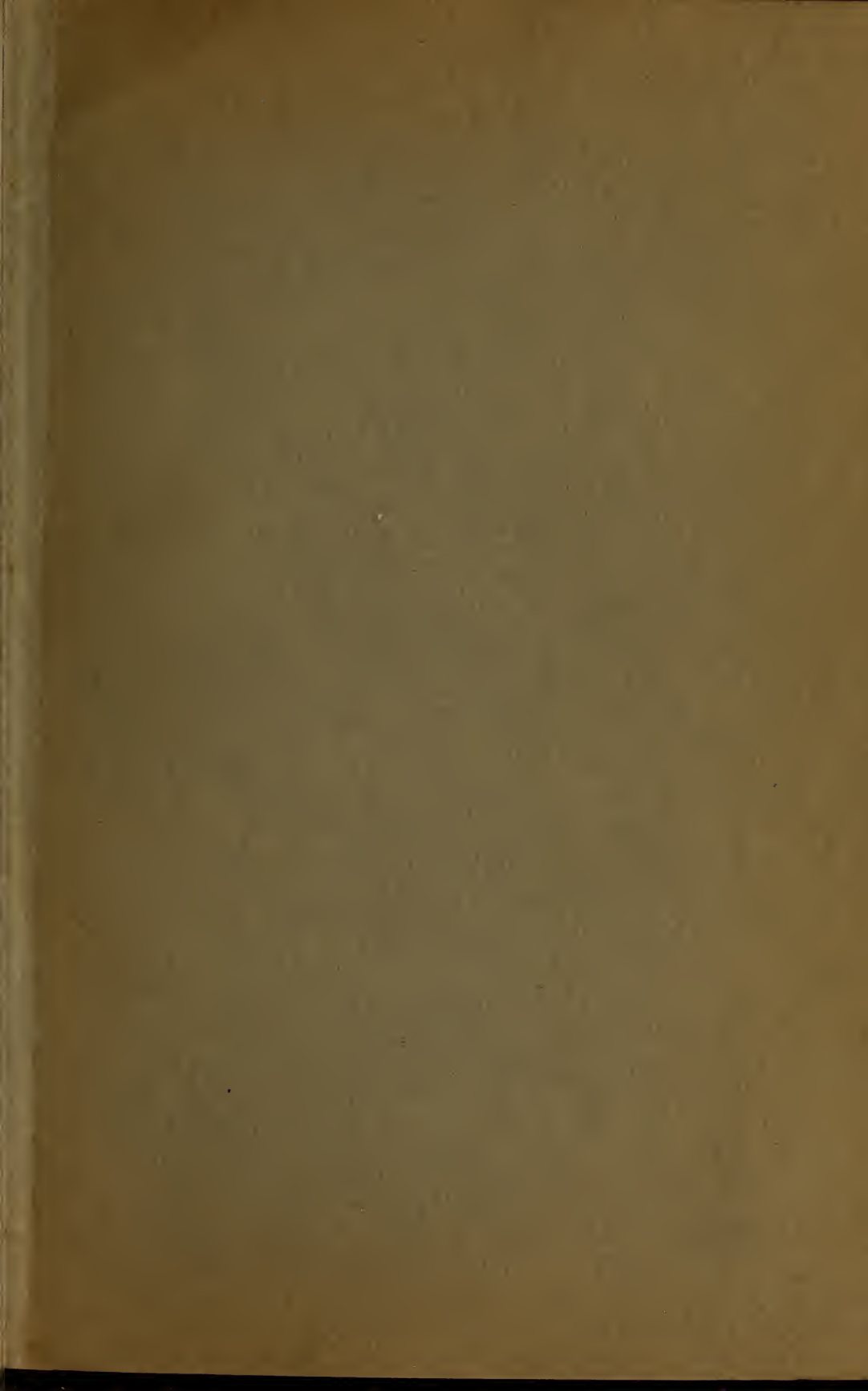
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